

**Referee Report**



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| *As a Referee you must be able to comment knowledgably on the applicant’s qualities as a teacher. The information you provide will be used solely to assist in determining the applicant’s suitability for the advertised position. The information will remain confidential to the people directly involved in the appointments process. However, if the applicant requests a copy of this report, we are required to provide it.* |

**Vacancy Details**

Information regarding the position be applied for is available on our website.

**Methods for submitting this Referee Report**

Referee Reports may be returned by you to the Applicant for submission or can be submitted directly by you via email or hand delivered.

Email: hr@napierkindergartens.co.nz

By Hand: Napier Kindergartens - 66 Kennedy Rd, Napier

**Close Off:** for Referee Reports to be submitted is **noon Monday 27 May 2024**

**Person for whom the Referee Report is provided**

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| **Name:** | Click or tap here to enter text. |

**Referee Contact Details**

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| **Name:** | Click or tap here to enter text. | **Phone:**  | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |

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| **In what capacity and for how long, have you known the applicant?** |
| Click or tap here to enter text. |

**Assessment of Professional Performance**

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| 1. **Please describe the applicant’s general teaching ability.**
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| Click or tap here to enter text. |

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| 1. **Is development or support required in any areas of teaching, if so, please provide details?**
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| Click or tap here to enter text. |

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| 1. **Please comment on the applicant’s verbal and written communication skills.**
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| Click or tap here to enter text. |

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| 1. **Is development required in any areas of communication, if so, please provide details?**
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| Click or tap here to enter text. |

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| 1. **Please outline the strategies you have observed that the applicant uses to defuse conflict or disagreements with or between adults.**
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| Click or tap here to enter text. |

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| 1. **Is development required in the area of conflict resolution, if so, please provide details?**
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| Click or tap here to enter text. |

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| 1. **Please comment on the applicant’s administration, organisational, and time-management skills, including use of information technology?**
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| Click or tap here to enter text. |

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| 1. **Is development required by the applicant with regards to any of the skills in Q. 7, if so, please provide details**
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| Click or tap here to enter text. |

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| 1. **Please describe any specific teaching skills or interests that the applicant has, for example, music, science, autism etc.**
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| Click or tap here to enter text. |
| 1. **What are your observations of the applicant’s relationships and interactions with children?**
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| Click or tap here to enter text. |

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| 1. **Please comment on your observations regarding the applicant’s ability to form and maintain positive working relationships with other teachers, colleagues, and trainees.**
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| Click or tap here to enter text. |

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| 1. **Please comment on your observations regarding the applicant’s interactions and building of relationships with wider service community, eg, parents, whānau and caregivers.**
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| Click or tap here to enter text. |

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| 1. **If you have knowledge of the position(s) for which the applicant is applying, please comment on suitability of the applicant in relation to other staff, the kindergarten community or other aspects that may be relevant.**
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| Click or tap here to enter text. |

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| 1. **If you have any other comments you would like to make regarding the applicant’s suitability for the position(s) applied for please include them below.**
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| Click or tap here to enter text. |

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| 1. **Is there anything else we should know regarding the applicant’s suitability to work with children? Are there any concerns or issues you might have? If so, please outline below.**
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| Click or tap here to enter text. |

Thank you for assisting the applicant in providing this Referee Report.

**Please Note:** This Referee Report will be retained by the Napier Kindergarten Association for a period of up to 12 months and with your consent the applicant can request for it to be used in support of a subsequent application that they may submit during the 12 month period.

**Declaration**

I certify that, to the best of my knowledge, the above information is a factual representation of the applicant and their abilities.

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| **Name** | Click or tap here to enter text. |
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|  | (Signature) |  | (Date) |