



**THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF EDUCATION**

Confidential Report on Applicant

To the Applicant:

You must arrange for the submission of two Confidential Reports to be sent on your behalf. Referees should be selected from those who are familiar with your experiences, interests and abilities relevant to the teaching profession. Therefore, it is essential that you **choose a referee who has observed your work with children or youth and who is not a family member or a personal friend.**

Please complete this section before presenting this form to your referee

Your name: _____ **UBC Student Number:** _____
(print clearly) (if applicable)

Indicate the session and the option or options to which you are applying:

July (Elementary 12-month only) September
Elementary 12-month Elementary 2-year Middle Years Secondary

It is the responsibility of the applicant to ensure that Confidential Reports be submitted by the deadline, 15 February 2010, for July and September admission. The Faculty accepts two Confidential Reports only.

To the Referee:

The above named individual has applied for admission to the Bachelor of Education program. The B.Ed is a professional degree program intended to graduate teachers with an initial level of competence for the practice of teaching in British Columbia. It is important that applicants who have demonstrated suitable personal qualities be selected. Please comment on your direct observations of this applicant, particularly his/her interactions with children and/or youth. Please respond to the sections below and on the following page.

1. How long and in what capacity have you known the applicant?

2. Please rank the applicant as follows:

Poor = 1, Fair = 2, Good = 3, Very good = 4, Exceptional = 5, Unknown = UK

	Rank	Brief comment to support your assessment
Work ethic, including dependability and reliability		
Leadership skills		
Ability to solve problems		
Flexibility which includes the ability to adapt to changed circumstances and/or cope with stressful situations		
Interpersonal skills with children/youth, including the ability to set reasonable limits		
Interpersonal skills with adults, including the ability to receive feedback and respond to suggestions		
Ability to communicate effectively in English orally and in writing		

continued overleaf

3. English language competence – based on your observations:

Does this applicant write correctly and effectively in English?

Yes No No information

Does he/she speak English correctly and effectively?

Yes No No information

Comments/additional characteristics: _____

4. Please comment on the applicant’s motivation for teaching and other demonstrated strengths.

5. Please comment or elaborate on any areas, where you have reservations concerning the applicant’s suitability for entering a teacher education program.

Overall recommendation:

- Highly recommended*
- Recommended*
- Recommended with reservation*
- Not recommended*

Thank you for your thoughtful reflections on this applicant.

Name of Referee: _____
 (Please print or type)

Signature of Referee: _____

Telephone: (day) _____ **(evening)** _____

Organization: _____ **Position:** _____

To the Referee:

Sign the form. Place this form in an envelope, seal the envelope, and then SIGN YOUR NAME ACROSS THE SEALED FLAP OF THE ENVELOPE. Return this sealed envelope to the applicant for inclusion with the application, or send it directly to the Teacher Education Office, Faculty of Education, UBC, 2125 Main Mall, Vancouver, BC V6T 1Z4.

All references are confidential. If the envelope is unsealed and/or if the unsealed flap of the envelope is unsigned, the reference will not be accepted as a confidential document and the applicant must arrange to have another confidential report sent to the Teacher Education Office.

It is the policy of the University to treat the reports of reference, which it receives, as confidential. It can, however, be required under Freedom of Information legislation to disclose the substance of any report of reference but only where that can be done without disclosing the identity of the writer. However, in rare cases, the University may be required by a court to disclose the reference in its entirety to parties to litigation.



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