



The Sherwood Psychotherapy Training Institute  
**A02FAC REFERENCE FORM**

Please attach this front sheet to your **separate reference on headed paper** where possible

**SECTION 1 – APPLICANT DETAILS** (to be completed by the **Applicant**)

**Section 1** is to be completed by the **applicant**. The form should then be passed to the **referee** who is asked to complete **Section 2**, compile and attach their separate reference and return to the address below.

**Applicant Name**

**Applicant Address**

**Proposed programme of study**

**Foundation Access Course**

**Academic Year**

**SECTION 2 – REFEREE DETAILS** (to be completed by the **Referee**)

The above named individual is applying to study at the Sherwood Institute and has named you as an impartial referee. We would be grateful if you could complete Section 2 of this form and return it **together** with your **separate signed letter of reference** to the address below as soon as possible. We would like to encourage you to discuss in your letter of reference, the following aspects of the applicant:

- Their ability for self-reflection and self-development
- Any previous academic experience
- Any relevant work or voluntary experience related to counselling
- Any previous experience of counselling training and / or use of listening skills

Please note; the reference itself should be provided on **headed paper** wherever possible. Thank you for your time and co-operation in completing this reference.

Referee Name

Referee Post/Occupation

Name & Address of Organisation (if applicable)

Work email address (if applicable)

Telephone (Work)

Home address (if work address not applicable)

Home Email address (if applicable)

Telephone (Home)

How long and in what capacity do/have you known this applicant?

Telephone (Mobile)

Referee signature

Date

I have attached my **separate** letter of reference to this front sheet (*please tick*)

**DATA PROTECTION;** References will normally only be accessed by a limited number of staff within the Institute. However, under the Data Protection Act, the applicant may request access to information that has been written about them.

**Admissions,** The Sherwood Psychotherapy Training Institute, Thiskney House, 2 St James Terrace, Nottingham, NG1 6FW, UK.

**Telephone:** +44 (0) 115 844 7904

**Fax:** +44 (0) 115 924 2738

**Email:** [admissions@spti.net](mailto:admissions@spti.net)