



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

Foundation Access Course

2018-19

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

The above named individual is applying to study at the Sherwood Psychotherapy Training 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 counselling related work and / or voluntary experience

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*)

Your Personal Information: We respect your privacy and are committed to protecting your personal data. Our privacy notice is available on our website at <http://spti.net/institute/privacynotice.shtml>. Our privacy notice informs you how we look after your personal data when you ask us to send you information, when you apply to join us, when you use our website, while you are a current student and after you leave us and become one of our graduate members. Our privacy notice also tells you about your privacy rights and how the law protects you. Please make sure you take the time to read and understand our privacy notice.

GDPR regulations: References will normally only be accessed by Admissions staff within the institute. However, 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.

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Fax: +44 (0) 115 924 2738

Email: admissions@spti.net