



**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. All completed applications need to be accompanied by a letter of reference provided from an **impartial source** (not friends or relations)

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

<b>Applicant Name</b>	
<b>Applicant Address</b>	

**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 a referee. We would be grateful if you could complete Section 2 and attach an accompanying separate reference letter. Thank you for your time and co-operation. To enable us to assess the suitability of this applicant for the Counselling Concepts course, it would be helpful if you could provide a reference with brief statements covering the specific areas as listed below:

<input type="checkbox"/> Motivation and Commitment	<input type="checkbox"/> Ability to Learn and Reflect
<input type="checkbox"/> Personal Qualities (e.g. integrity, reliability etc.)	<input type="checkbox"/> Emotional Stability
<input type="checkbox"/> Capacity to Engage with Others	<input type="checkbox"/> Any further comments you think may be useful

Please note: (a) **the reference itself should be provided on headed paper wherever possible**; and (b) **personal information you supply us below, or in your reference, will be used to: (i) assess the reference supplied and the applicant's suitability to study on their selected programme of study; and (ii) contact you with follow-up enquiries. It will also be stored for 6 years from completion of training and may be subject to a data subject access request.**

To more fully understand how we collect and process your personal information, and the legal basis upon which we do so, please visit our full privacy notice at <http://spti.net/institute/privacynotice.shtml>. Alternatively, you can request a paper copy by contacting our Data Privacy Manager by email on [Amanda.ackroyd@spti.net](mailto:Amanda.ackroyd@spti.net) or writing to Amanda Ackroyd @ 2 St James Terrace, Nottingham, NG1 6FW.

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 ( <i>please do not type your name</i> )	Date
<input type="checkbox"/> I have attached my <b>separate letter of reference</b> to this front sheet	