

## Reference Template for Individual Applicants

Alderman Newton's  
Educational Foundation



This Template is to help your referees write a letter or email to support your application to the Foundation. Please pass it on to your referees if they are not sure what to include.

<b>Date:</b>	<i>Your reference should be dated within the last 3 months, if possible.</i>
<b>Name of applicant:</b>	<i>State the applicant's name (first name and surname) within the reference.</i>
<b>How long have you known the applicant?</b>	<i>Say how many years you have known them.</i>
<b>How do you know them?</b>	<i>Explain the capacity in which you know the applicant. For example: lecturer, course leader, teacher, supervisor, support worker, club leader, faith leader, neighbour, friend of the family, etc.</i>
<b>Type of reference</b>	<p>Please decide what type of reference you are providing and answer the relevant questions in the corresponding section below:</p> <ul style="list-style-type: none"> <li>a) Academic reference</li> <li>b) Other professional reference</li> <li>c) Character reference</li> </ul>
a)	<p><b>For academic references</b> (from school, college, university, training courses etc):</p> <ul style="list-style-type: none"> <li>• <i>What subjects did/do you teach the applicant?</i></li> <li>• <i>When did the course start and when did/will it finish?</i></li> <li>• <i>Did/does the applicant attend regularly and meet your expectations as regards behaviour? Please say a bit about their character.</i></li> <li>• <i>How well did/do they do in this subject?</i></li> </ul> <p>NB. Your reference must be written on letter-headed paper, or sent on an email with a corporate footer. Please include your contact details.</p>
b)	<p><b>For other professional references</b> (from employers, supervisors, club leader, support workers etc):</p> <ul style="list-style-type: none"> <li>• <i>Describe the work the applicant has been doing with you and how long for.</i></li> <li>• <i>Has the applicant met your expectations as regards behaviour while you have been working with them? Please say a bit about their character.</i></li> <li>• <i>(Employers/work supervisors only) Please say how well they have been doing at their job.</i></li> </ul> <p>NB. Your reference must be written on letter-headed paper, or sent on an email with a corporate footer. Please include your contact details.</p>
c)	<p><b>For personal/character references</b></p> <p><i>Please describe the applicant's character. What are their best qualities? Have they been involved in any clubs, groups or community activities?</i></p>

*Please turn over/...*

<b>Personal circumstances and future plans</b> <b>(all references)</b>	<ul style="list-style-type: none"> <li>• <i>If you are aware of the applicant’s personal or family circumstances, you may wish to say a little bit about this and why you think the applicant needs financial support.</i></li> <li>• <i>If you know that the applicant has any particular or special needs, and the applicant is happy for you to mention this, then please do.</i></li> <li>• <i>If you know what their future study or career plans are, you may want to mention that, and say how well you think they are suited to this work.</i></li> </ul>
<b>Signature</b>	<i>Please sign the reference or, if you are sending it by email, state your first name and surname.</i>

### **Examples**

Below are three examples of good references.

#### ***Example 1 (academic reference):***

Demi Warner joined the College to do A levels in September 2020. She is expected to complete her studies with us in summer 2022. I am her Personal Progress Mentor. From the start, Demi settled well into College life, and has made excellent progress academically with the right support for her dyslexia. Her tutors expect her to do well in all her subjects. She is utterly reliable in terms of attendance and punctuality. She has a friendly personality, which enables her to interact well with staff and students alike. Demi is determined to go on to further study in the field of Engineering. She would make an excellent university student, combining as she does academic ability and excellent study skills. I recommend her to you in the strongest possible terms.

#### ***Example 2 (professional reference – support worker):***

I am a support worker with the above organisation and I have known Rajinder Singh since they moved to our facility in December 2018 when their relationship with their family broke down. They are a pleasant young person and have always attended appointments and conducted their tenancy very well. Raj has now finished school and wants to do a training course in barbering as this is the field they would like to work in. They are a determined young person and despite the difficulties they have faced, have never given up and want to do well. I would say that Raj is very deserving of a grant from the Foundation.

#### ***Example 3 (character reference):***

I have known Adam Scott as a friend of the family for over 15 years. During that time I have seen Adam grow into an engaging and energetic young person. He is very caring about his family, especially his mum who has been a single parent to Adam and his sisters. He is a great team player, he played in a local football team for many years. Adam has always been interested in vehicles and how things work and it is no surprise to me that he wants to do the course in Motor Sport at Leicester College. I think he will do very well at this subject.