



**SAMPLE EXPERIENCE REFERENCE**

<b>Applicant's Name</b>	<b>Applicant's Occupation/Role (on which the reference is based)</b>
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<b>Referee's Name</b>	<b>Referee's Email Address</b>
<b>Referee's Occupation/Role</b>	<b>Referee's Address</b>
<b>Dates you worked with the applicant</b> (month & year) From _____ To _____	

References should be written by **only one person** and should reach us by **6 December 2019**.

References are an important part of the selection process. Not providing a reference could adversely affect the candidate's application, as could being unable to address a significant number of the questions in the reference.

1 How many references have you ever written for Clearing House applications? <input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-6 <input type="checkbox"/> more than 6		
2 Compared with other Clearing House applicants you have written references for, where would you place this applicant on a scale of 1-5? <b>1 is much worse than others</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <b>5 is the best</b> <input type="checkbox"/> Unable to rate		
3 I have known the applicant as: <input type="checkbox"/> an undergraduate vocational worker <input type="checkbox"/> a postgraduate assistant/researcher <input type="checkbox"/> a salaried member of staff <input type="checkbox"/> a voluntary worker <input type="checkbox"/> other (please specify):	4 I have known the applicant for: <input type="checkbox"/> less than one year <input type="checkbox"/> one to two years <input type="checkbox"/> over two years	5 I know the applicant: <input type="checkbox"/> casually <input type="checkbox"/> fairly well <input type="checkbox"/> very well
6 Would you employ the applicant in a similar capacity again? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> Can't comment		
7 How would you rate their ability to form positive working alliances with clients and colleagues? <b>1 IS LOW</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <b>5 IS HIGH</b> <input type="checkbox"/> Unable to rate		
8 How would you rate their ability to use supervision effectively? <b>1 IS LOW</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <b>5 IS HIGH</b> <input type="checkbox"/> Unable to rate		
9 How would you rate their ability to communicate complex/sensitive information to clients and colleagues? <b>1 IS LOW</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <b>5 IS HIGH</b> <input type="checkbox"/> Unable to rate		
10 How would you rate their ability to reflect on their own performance and on their strengths/weaknesses? <b>1 IS LOW</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <b>5 IS HIGH</b> <input type="checkbox"/> Unable to rate		
11 How would you rate their ability to organise their workload under pressure? <b>1 IS LOW</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <b>5 IS HIGH</b> <input type="checkbox"/> Unable to rate		
12 What is your overall judgement of their ability to successfully complete a clinical psychology training course? <input type="checkbox"/> I have significant doubts about their ability to complete a course <input type="checkbox"/> I think they would struggle to get through a course <input type="checkbox"/> Although they have some strengths I think they would struggle in some areas <input type="checkbox"/> I think they would manage most areas of the course well <input type="checkbox"/> I think they would have no difficulty in any area of the course <input type="checkbox"/> Can't comment		

Please comment on the applicant's suitability, bearing in mind the following:

Please consider your duty of care to course centres and ultimately to the public, as well as your duty of care to the applicant. You can help course centres choose the best applicants by being clear about an applicant's weaknesses as well as detailing their strengths.

Please use language that does not identify the applicant to assist course centres that use a "blind" rating system eg use "the applicant" or "X" instead of their name, use "they" or "s/he" instead of he or she etc.

Please limit your comments to the spaces given below.

Thank you for your help.

**13 Please comment on the applicant's intellectual competence:**

- (a) Does the applicant show evidence that they can think creatively about their work?**
- (b) Are they able to apply their knowledge eg by showing ingenuity in problem-solving?**
- (c) Is the applicant suited to a further period of intensive academic work alongside demands of a more practical kind?**
- (d) Is the applicant's written work of an appropriate standard?**

SAMPLE - DO NOT FILL IN

**Continued on the next page**

Whilst it is Clearing House policy to keep references confidential, due to data protection law this cannot be guaranteed. If an applicant requests a copy of a reference we will contact you for your authorisation to release it. However, please assume that applicants may be able to see the reference. For information on data protection and privacy, please see our website: [www.leeds.ac.uk/chpccp/dataprotection.html](http://www.leeds.ac.uk/chpccp/dataprotection.html)

Please note: you should not normally act as a referee for your business partner, your close relations or members of your immediate household. In other words, the applicant should not have personal connections with you.

**14 Please comment on the applicant's performance in the work situation: can the applicant meet the requirements of their post; do they appear motivated; are they capable of striking the right balance between autonomy and responsiveness to supervision?**

SAMPLE - DO NOT FILL IN

**15 Please comment on the applicant's interaction with colleagues and/or clients: does the applicant show a capacity to relate appropriately; to show sensitivity; to be resilient in the face of difficulties?**

SAMPLE - DO NOT FILL IN

Signature	Date
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