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**Request for Referee’s Report for the position of:**

**Principal: Matarau School**

**Confidential to the Matarau School Appointments Committee and**

**Karen Smith and Sarah Hynds of The Education Group Ltd**

**This page is to be completed by the applicant**

Dear (name of Referee)

I am an applicant for the position of Principal at Matarau School, and I have named you as a confidential referee. Please forward the completed referee’s report to:

**Sarah Hynds**

**The Education Group Ltd**

**PO Box 26480, Epsom, Auckland 1023**

**OR**

**admin@educationgroup.co.nz** *(preferred)*

Referee reports must be received by **1:00 pm, Friday 24 January 2025**

Yours sincerely

Applicant

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**Referee’s Report**

**(Confidential to the Matarau School Appointments   
Committee and Karen Smith and Sarah Hynds of The Education Group)**

**For: (Candidate to complete)**

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Name of Referee: |  |
| Phone (Home) |  |
| Phone (work): |  |
| Phone (Mobile): |  |
| Email: |  |
| Are you prepared to be contacted by telephone or email to follow up on the information contained in this report if necessary? | Yes No |

1. **What is your relationship to the applicant? How long have you known them? What opportunities have you had recently to see them at work?**
2. **What are the main reasons that they will stand out as being an excellent candidate for this Principal position?**
3. **What are his/her weaknesses? Or areas needing development?**
4. **If you were in our position, would you appoint them as Principal without reservation? Please supply the reasons for your response.**
5. **Any other comments that will help this Board consider this applicant?**

**Please return directly to:**

**Sarah Hynds**

[admin@educationgroup.co.nz](mailto:admin@educationgroup.co.nz)

The Education Group Ltd

Level 2, 24 Manukau Road, Epsom, Auckland

**1:00 pm, Friday 24 January 2025**

*Many thanks for taking the time to complete this report.*