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

**PRINCIPAL**

**Pakuranga College**

**Confidential to the Board of Trustees and**

**The Education Group Ltd**

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Dear (name of Referee)

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

**Rowan Johanson**

The Education Group Ltd

admin@educationgroup.co.nz

Referee reports must be received by **Wednesday 8 May at 1:00 pm**.

Yours sincerely / Ngā mihi

Applicant

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**Referee’s Report**

**Confidential to the Board of Pakuranga College and**

**Rowan Johanson of The Education Group**

Please provide as much detail as possible in your responses below

|  |  |
| --- | --- |
| Name of Applicant |  |
| Name of Referee |  |
| Phone (Mobile)  The preferred number for future contract to be made |  |
| 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?

2: What are the main reasons the candidate will stand out as being a suitable candidate for this Principal position?

3: What are his/her areas for development/improvement?

4: If you were recruiting, would you appoint them as Principal **with or without** reservation? Please supply the reasons for your response

5: Any other comments that will help this Board consider this applicant?

6: **Overall Rating**

Please mark the box that best describes your ranking of the candidate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUMMARY** | **Highly Recommended** | **Recommended** | **Recommended with some reservations** | **Not Recommended** |
| How would you rank the Applicant for this  Position? |  |  |  |  |

Thank you for taking the time to complete this record. Your contribution to the appointment process is greatly appreciated.

**Please return directly to:**

**Rowan Johanson**

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

The Education Group Ltd

PO Box 26480, Epsom Auckland 1023

**By: Wednesday 8 May at 1:00 pm**

Many thanks for taking the time to complete this report.