|  |
| --- |
| **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***  |
| **Applicant Name** |  |
| **Applicant Address** |  |

|  |
| --- |
| **SECTION 2 – REFEREE DETAILS** (to be completed by the **Referee**) |
| The above named individual is applying to study at the SPTI 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: |
| * Motivation and Commitment
 | * Ability to Learn and Reflect
 |
| * Personal Qualities (e.g. integrity, reliability etc.)
 | * Emotional Stability
 |
| * Capacity to Engage with Others
 | * 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 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 privacy notice at [www.spti.net/privacynotice](https://www.spti.net/privacynotice/). Alternatively, you can request a paper copy by contacting our Data Privacy Manager by email at Will.Graham@spti.net or writing to Will Graham, SPTI, 2 Castle Quay, Castle Boulevard, Nottingham NG7 1FW.  |
| 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 ***(please do not type your name)*****🞏 I have attached my separate letter of reference to this front sheet** | Date  |