



# UNIVERSITY OF HULL

## Employer/character reference

University Certificate in Practice Skills for Health and Social Care

Please complete in BLOCK CAPITALS, in black ink, or typescript. All fields must be completed as failure to complete some fields may delay consideration. There is no payment required with this form. Please read the attached guidance notes carefully.

- I am applying for the full University Certificate in Practice Skills for Health and Social Care (470058)  
 I am applying for one or two modules of the University Certificate in Practice Skills for Health and Social Care (470059)

**The reference must be written by the named referee.**

**We regret that character references from friends/family and emailed references are not acceptable.**

### Details

Applicant's date of birth

D D M M Y Y

Applicant's full name please **underline** your surname  
(family name)

### Referee details

Name

Address

Telephone number

Email

Applicant's permanent home address

Programme applied for

Intended start date

M M Y Y Y Y

### To the referee

This candidate has applied to the University for the programme shown above and has given your name as a referee. I should be grateful if you could let me have your opinion of the candidate's suitability for that programme as soon as possible.

Please use the space on the back of this form for your reference. Please note that the information provided may be disclosed to the candidate at a later date.

If you wish, instead to attach a separate reference letter it must be on official business letterhead, written, dated and signed by the referee within the last 3 months.

Thank you for your assistance.

Admissions Officer (fhsc.admiss@hull.ac.uk)

### Please return the completed reference to:

Admissions Service (Health and Social Care)  
University of Hull  
Cottingham Road  
Hull, HU6 7RX  
UK

## Referee details

Full name of referee

Address

Email

Reference provided for

Applicant's name

Date of birth

D	D	M	M	Y	Y
---	---	---	---	---	---

Please provide here, an official business stamp if reference is in your capacity within a business or academic institution (or attach a business letterhead).

Relationship to the applicant

- Instructor in several classes       Research Supervisor
- Other .....       Manager .....

Number of years the applicant has been known to you

.....

Reference (please see guidance notes over)

Please continue on a separate sheet if necessary

In view of the NMC/HPC guidelines on good health and good character, we need to know if the applications had any action taken against them in respect of their performance or conduct during their employment with you.     Yes     No

Referee's signature.....      Date.....

## Guidance notes – please do not place your comments on this page

In fairness to all applicants, you are asked to provide information on the topics in the list below.

- A. Communication and relationship skills
- B. Initiative and creativity
- C. Motivation and commitment
- D. Confidence
- E. Potential to follow a personally and academically challenging educational programme
- F. Integrity and reliability
- G. Sociability
- H. Athletic, social and other interests

In view of the NMC/HPC guidelines on good health and good character we need to know if the applications had any action against them in respect of their performance or conduct during their employment with you. Please include a statement to this effect (yes/no). if yes, please note that we may request further information in order to assess fully their suitability for the programme.

**When providing a reference please be aware that, on receipt of an unsatisfactory reference, we may withdraw an offer already made to the candidate. In this instance the candidate is entitled to ask for an explanation and may request to see the reference.**

**NB** It would be appreciated if this reference could be provided within 4 weeks of being requested.

University of Hull  
Cottingham Road  
Hull  
HU6 7RX

T 01482 346311  
[www.hull.ac.uk](http://www.hull.ac.uk)

Revised 2011