

**REFERENCE LETTER**

**CONFIDENTIAL**

Full name of Applicant & ID No.		
Course / Area of Study		

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**TO BE COMPLETED BY REFEREE.**

1. In what capacity have you known applicant? \_\_\_\_\_
2. For how many years / months? \_\_\_\_\_
3. **PLEASE RATE THE APPLICANT** on a scale from **1** (*minimum*) to **10** (*maximum*) on each of the aspects listed in the below table, providing your **JUSTIFICATION** for each of the rating given:

<b>RATING:</b>	<b>JUSTIFICATION</b>
	Quality of applicant's service in the Role:
	Quality of service beyond the Role:
	Articulation:
	Contribution at local level in the field:
	Contribution at national level in the field:

NAME OF REFEREE: \_\_\_\_\_ TITLE: \_\_\_\_\_

Signature: \_\_\_\_\_ email: \_\_\_\_\_

Date: \_\_\_\_\_ Tel: \_\_\_\_\_

## **INSTRUCTIONS**

### **TO THE APPLICANT:**

Fill out the top section of this form and give it to the referee to complete. It is important to ensure that the referee knows the date of the deadline for submission of applications, which deadline also applies to the submission of references.

### **TO THE REFEREE:**

Thank you very much for agreeing to write a reference for this applicant for the Paid Study Leave (Category A) scheme. Your reference letter will constitute an essential part of the applicant's evaluation.

Please fill in all the required details in this form.

Please note that you may elaborate further with any information you wish to share about the applicant related to his application for Paid Study Leave. For this purpose, **ONE signed** additional page **on official letterhead** may be attached with additional information and comments that could help the Board evaluate the applicant's appropriateness for Paid Study Leave.

### **References are to reach the:**

**Chairperson,**  
Paid Study Leave Board  
Office of the Director, Education Resources,  
Room 341,  
Great Siege Road,  
Floriana,  
Malta VLT 2000

by **8<sup>th</sup> March 2019, the closing date** of the call for applications.

References are to be forwarded by post or by hand, **directly** by the referee in a sealed envelope under '**strictly confidential**' cover.