

Employer English Language Referee Report Form



Section 1: To the applicant

Please complete this section of the form. Please then pass it to the employer named on your application form, and request that they complete section 2 and either return it to you, or directly to the University by email at: admissions@cardiff.ac.uk or by post to: **The Admissions Team, The Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 ODE.**

Please also note that the University may contact your employer directly to verify the content of this reference.

Applicant's name (BLOCK CAPITALS): _____

Address: _____

Postcode: _____

Academic School: _____

Proposed Programme of Study: _____

Date: _____

Section 2: To the employer

The above named has applied for a programme of study at Cardiff University

I would be grateful if you could use this form to provide information about the applicant's use of the English Language in their employment:

Your name: (BLOCK CAPITALS) _____

Your company's name: _____

Your position in the company: _____

Your business contact details: _____

Email Address: _____

Dates the candidate was employed with you: From: _____ To: _____

- Your knowledge of the applicant, including length of time and the capacity in which you have known the applicant;

- The applicant's role within the company;

- The duration of the applicant's employment within the company;

- Please comment on the applicant's use of English in their employment, with specific examples of activities and contexts in which the applicant uses English. Please give examples of the applicant's use of English in the following skill areas: reading, writing, speaking and listening.

Signature: _____

Date: _____

If you wish this reference to be treated in confidence, please tick this box: ☐ and return it directly to the University either by e-mail at: admissions@cardiff.ac.uk or by post to: **The Admissions Team, The Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 ODE.** Otherwise, please return the whole form to the applicant.