





**Personal Statement continued**

Continue on a separate sheet if required.

## 6. Name & Address of Referee

Indicate below the person to whom you have sent the enclosed reference forms. Your referee should be someone from your council, for instance the Chief Executive, a Chief Officer, the Democratic Services Manager or a leading member from the council or your group. Please advise your referees to forward the references to either Mark Palmer at SEE or Kris Hibbert at London Councils (as appropriate). Don't forget to complete the "Details of Applicant" section of the form you send to your referee".

Name:	_____
Post held:	_____
Address:	_____
	_____
Telephone No:	_____

## 7. Criminal Convictions

Do you have any criminal convictions YES <input type="checkbox"/> NO <input type="checkbox"/>
If you have been convicted of a criminal offence, excluding motoring offences for which a fine and/or up to three penalty points were imposed, you are required to declare this. If you tick 'yes' box you will be required to provide details of the conviction.

## 8. Declaration

I confirm that the information given in this form is correct and complete.	
Signature of Applicant:	Date:

Please send your completed application form to either Mark Palmer at SEE or Kris Hibbert at London Councils (as appropriate)

Mark Palmer  
South East Employers  
Newfrith House  
21 Hyde Street  
Winchester  
Hampshire  
SO23 7DR

Kris Hibbert  
London Councils  
59 1/2 Southwark Street  
London  
SE1 0AL

**Applicant: Please complete this side of reference form**

Application No:

**REFERENCE REQUEST FOR STUDY AT LONDON SOUTH BANK UNIVERSITY**

Dear Referee,

The person named in the panel below is applying for entry to study at London South Bank University. The applicant would like you to support his/her application and has sent this form directly to you. London South Bank University has adopted this procedure in an attempt to reduce any delays with the applications we receive. We would be very grateful if you would let us have, on the reverse of this sheet or in a separate letter (attached to this sheet), your opinion of this applicant. You may find it convenient to refer to the numbered questions overleaf.

Please complete this form, enclose it in a sealed envelope and send it to Mark Palmer at SEE or Kris Hibbert at London Councils, as appropriate.

Please accept my thanks in advance.

Yours faithfully

Course Director

Mark Palmer  
South East Employers  
Newfrith House  
21 Hyde Street  
Winchester  
Hampshire  
SO23 7DR

Kris Hibbert  
London Councils  
59 1/2 Southwark Street  
London  
SE1 0AL

**DETAILS OF APPLICANT**

Applicant's first name	
Applicant's surname	
Applicant's address	
Date of birth	
Course(s) applied for	1.
	2.
	3.

## CONFIDENTIAL STATEMENT BY REFEREE

Name of referee: \_\_\_\_\_

Position/Occupation/Relationship to applicant: \_\_\_\_\_

Address of referee: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

It would be helpful if the following information about the applicant could be covered in your statement below:

- (i) Motivation and commitment
- (ii) Intellectual qualities including present and potential performance
- (iii) Personal qualities, including self-discipline
- (iv) Ability to organise his/her own time
- (v) Communication skills - Oral and Written
- (vi) Any other comments which you feel may be relevant to the candidate's application

**Statement by Referee:** Please affix official stamp, where appropriate, at the end of the statement

Signature of referee: \_\_\_\_\_

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