

EMPLOYER REFEREE REPORT FORM FOR GRADUATE RESEARCH STUDIES AT THE UNIVERSITY OF MELBOURNE

A. ADVICE TO APPLICANTS AND REFEREES

Referee report forms are critical to the University as they are used to assess applications for admission to graduate research programs at the University of Melbourne (UoM) and for the award of scholarships. Applicants should select referees who are available to comment on their employment performance in all aspects of the position, particularly research/professional experience gained via this employment which is relevant to their proposed research at the UoM. Applicants with research/professional experience gained through employment must submit **one** Employer Referee Report Form from each of the positions in which they are claiming to have undertaken significant research and/or professional work relevant to the course for which they are seeking a scholarship. Referees must complete this form and return it directly to the University by October 31, or the next working day if the 31st falls on a weekend. Failure to submit this form by the closing date may have adverse consequences for the applicant.

B. APPLICANT'S DETAILS (TO BE COMPLETED BY THE APPLICANT)

Title: Mr Mrs Ms Miss Dr Other

Family name:

Given name(s):

Middle initial:

Address:

Email:

Proposed course and department of study at the UoM (E.g. PhD, History):

C. REFEREE DETAILS

Name:

Title: Mr Mrs Ms Miss Dr Other

Company/Agency/Organisation:

Job title:

Job description:

Email Address:

Postal Address:

Phone:

Facsimile:

D. REFEREE'S COMMENTS (TO BE COMPLETED BY THE REFEREE)

1. Employee's role and responsibilities:

Applicant's job title:

Company/Agency/ Organisation:

Nature of employment: Full time Part time (indicate fraction:) Casual

Period of employment (dd/mm/yy – dd/mm/yy):

Job description:

Please describe your contact with the applicant:

