

confidential

Reference Letter

TO THE APPLICANT:

Please send this form together with a self-addressed envelope to each of your two chosen referees.

You are responsible for securing two reference letters from qualified individuals able to comment about your professional achievements. One of the letters should come from a direct supervisor in the company you are currently employed in. The second letter is at your discretion.

You should forward the completed reference letter in its sealed envelope to us, together with all documents required.

Candidate family name :.....First name:

TO THE REFEREE:

The person whose name appears above has applied to the **ambition academy** Executive MBA Programme. The applicant has nominated you as his/her referee. We would appreciate your contribution to his/her application. Any information you supply us with will be confidential to the Admissions Committee.

DETAILS OF PERSON COMPLETING THIS FORM

Family name:

First name:.....

Nationality:

Organisation:

Professional title:

Street:

City:Postal code: Country:

Telephone:

Fax:

Relationship to Candidate: Professional Personal

How long have you known the applicant?

	Outstanding	Good	Average	Below Average	Do not know
Competence in his/her field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to get along with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ambition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate your overall recommendation for this candidate:

Recommended

Other

Not recommended

Please elaborate on the ratings you have assigned above, either in the following space or in a separate letter and comment on how the applicant might contribute to the programme.

Please comment on the candidate's strengths and weaknesses.

Signature of referee:

Date:

Please return the completed reference form to the applicant in an envelope which is signed across the seal or, if you would prefer, return it directly to ambition academy.

ambition academy
P.O. Box 3255
NL-2001 DG Haarlem