



MBA REFEREE FORM
*IN SUPPORT OF AN APPLICATION
 FOR ADMISSION TO THE
 MBA PROGRAMME*

FOR THE APPLICANT

You are requested to submit **two** Referee Forms. One referee should attest to your academic background and the other your professional/personal background. A close family member cannot be your Referee. These forms should be returned to AIS St Helens, and are required before your selection can be confirmed. Please ensure that your Referees are advised of this time frame. Also, please read and sign the declaration at the end of this form.

Please print your name

Surname or family name

Given names

Address

Work Telephone ()

FOR THE REFEREE

Please type or print in BLOCK CAPITALS in ink, and complete all sections.

The above person is applying for admission to the MBA programme offered by the AIS St Helens' School of Graduate Studies. Your reference will be used as part of the admission application only. We pay particular attention to comments made by referees, welcome your assessment of the applicant, and have outlined a format that may guide you. Please feel free to add additional information. We urge you to be as specific and candid as possible, using examples where appropriate. Your prompt return of this form directly to us will be greatly appreciated, and we thank you for your time and effort in completing this reference.

Name of person completing this form

Position/Title

Organisation

Address

Telephone (Work) ()

How long have you known the applicant?

Under what circumstances have you known the applicant?

Please comment on (Please use additional sheets if necessary.)

(i) The applicant's ability to perform on the demanding and intensive MBA programme.

(ii) What are their main academic strengths, and what areas need development?

(iii) The applicant's perseverance, determination, and likelihood of success.

Please complete the following by placing a tick in the appropriate box.

	Exceptional	Very good	Good	Average	Below Average
Team Work					
Oral Communication					
Written Communication					
Self Confidence					
Analytical Ability					
Interpersonal Skills					
Creativity and Imagination					
Maturity					
Integrity and Ethics					
Leadership Potential					
Self Organisation					

Please comment on the applicants demonstrated and/or potential leadership abilities.

Please comment on the applicants interpersonal skills and teamwork skills.

Please comment on the applicant's maturity, self confidence, and sense of humour.

Please make any other comments regarding the applicant's potential to benefit from this MBA programme.

DECLARATION BY THE APPLICANT

Pursuant to the NZ Privacy Act 1993, I hereby authorise this person to act as a Referee for me in support of my application for the MBA.

Applicant's Signature _____

Date: _____

DECLARATION BY THE REFEREE

Pursuant to the NZ Privacy Act 1993, I hereby agree to this Referee Form being used as part of the application process for the applicant named.

Referee's Signature _____

Date: _____

Please return this form directly to:

MBA Applications, AIS St Helens, P O Box 2995, Auckland 1, NEW ZEALAND.

Fax (64 9) 815 1802