

Dear Referee

Re: CONFIDENTIAL REFEREE ASSESSMENT

I am writing to request your assistance by completing the attached Confidential Referee Assessment.

This process relies heavily on accurate referee assessment for its effectiveness and as such you are carrying out a most significant and important task.

The form is very comprehensive and is structured in such a way as to assist you to indicate what you know of the applicant in each area of responsibility. Your contribution will assist the selection panel to assess the applicant's readiness, suitability and skills for carrying out the vital role of Assistant Principal: Performance and Impact at Clonard College Geelong.

You are encouraged to be frank and open in your ratings and to support your assessment of the applicant through the addition of any elaborating comments. Be assured that the contents of this assessment remain strictly confidential to those involved in the selection process and all references will be destroyed after the position has been filled.

It would be most helpful if you could forward your signed and scanned assessment to this by the due date for close of applications **Monday 12 July at 4.00pm** to Luci Quinn - Principal at employment@clonard.vic.edu.au.

With best wishes and appreciation.

Luci Quinn
Principal