**Professional Reference Form**

**Name of applicant:** ……………………………………………

The applicant listed above is applying to participate in the Victorian Department of Education and Training’s Language Assistants Program (LAP) 2024. This program seeks to provide Victorian government schools with the opportunity of gaining a linguistic and cultural resource person from overseas. Selected participants will work alongside qualified language teachers in a school environment, supporting students (primary and/or secondary) with their language studies. Participants may occasionally be involved in other areas of school life (e.g., parent-teacher interviews, supervising students on excursions, extracurricular activities, sports, etc.).

**Please comment below on the applicant’s suitability for this type of role.** Your feedback will be added to the applicant’s documents and help us assess their suitability for the program.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal traits** (please tick): | EXCELLENT | GOOD | FAIR | LOW | **Abilities**(please tick): | EXCELLENT | GOOD | FAIR | LOW |
| Energetic |  |  |  |  | Self-organisation |  |  |  |  |
| Flexible |  |  |  |  | Using initiative |  |  |  |  |
| Motivated |  |  |  |  | Leadership |  |  |  |  |
| Responsible |  |  |  |  | Cooperation |  |  |  |  |
| Sociable |  |  |  |  | Communication |  |  |  |  |
| Tolerant |  |  |  |  | Problem-solving |  |  |  |  |
| Punctual |  |  |  |  | Adapting to situations |  |  |  |  |
| Creative |  |  |  |  | Following instructions |  |  |  |  |
| Humour |  |  |  |  |  Asking for help |  |  |  |  |

I have completed this reference in good faith and to my best knowledge.

Your full name: …………………………………… Relationship to applicant: ……………………………

Signature: ………………………………………… Date: …………………………………………………

Telephone: ……………………………………….. Email: ………………………………………………..