

# Wirral Metropolitan College Student Reference Form

Learner Code

--	--	--	--	--	--	--	--	--	--



Please complete Section 1 and give this form to your referee for completion of Section 2. You may also enclose a copy of your personal statement from your record of achievement if appropriate.

## Section 1: To be completed by applicant

Title  Mr  Mrs  Miss  Ms  Other.....

Gender Male  Female

First Name/s

Date of Birth

D D / M M / Y Y

Surname/Family Name

Age

Permanent Home Address

Phone Number/s  
Day

Evening/mobile

Postcode

Name of School/College

**Course you are applying for** *(course details and entry guidelines are available on our website [www.wmc.ac.uk](http://www.wmc.ac.uk))*

**If you have recently left or are about to leave school or college, you should ask for a reference from an appropriate member of staff. If you have been out of school for several years, a more up to date reference should be obtained. Please ask your referee to complete Section 2.**

## Section 2: To be completed by your referee

Name

Position Held

Address

Phone Number/s

Postcode

PTO

### PLEASE RETURN TO:

Learner Services Centre, Wirral Metropolitan College, Conway Park Campus, Europa Boulevard, Birkenhead CH41 4NT.

**Section 2: To be completed by your referee**

Your comments would be appreciated on: the applicant's suitability for a place on this course, i.e. attendance and punctuality record, reliability, motivation, academic or practical ability, relationships with peers and teaching staff/supervisors. This reference will be kept confidential. Thank you for your assistance.

Referee's Signature.....

Date.....

**Office Use Only**

Log

Date	Notes	Initials