**Reference Letter to Support Application for**

**Play Around the World**

# Faculty of Physical Education & Recreation University of Alberta, Edmonton Alberta, Canada T6G 2H9

 Unless already completed, applicant should complete this section before submitting to referee.

|  |  |
| --- | --- |
| Applicant’s Surname | First and Middle Name (s) |

Reference Letters are collected under the Alberta Freedom of Information and Protection of Privacy Act and the Alberta Universities Act. They are required to evaluate the applicant for Play Around the World in Thailand. Reference letters are considered to be supplied in confidence and will be used only by individuals and committees who evaluate the applicant. If the applicant files an access request, this reference or portions of this reference may become available to the applicant under the provisions of the Act.

**To Referee:** Have you read the information sheet on the Play Around the World Program? o Yes o No

**1. Knowledge of Applicant:** In what capacity and for how long have you known the applicant? (eg, as teacher, supervisor, employer) I was the applicant's \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for years and/or \_\_\_\_\_\_\_months between the years\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_.

**2. Specific Abilities:** For each category check the most appropriate box.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Superior (top 15%) | Good (top 25%) | Average (top 50%) | Marginal (lower 50%) | Inadequate opportunity to observe |
| Effectiveness working with Children & Youth |  |  |  |  |  |
| Ability to work collaboratively w others |  |  |  |  |  |
| Ability to adapt to changing conditions |  |  |  |  |  |
| Respect for diversity |  |  |  |  |  |
| Professionalism / Appropriate conduct |  |  |  |  |  |
| Ability to lead and take initiative |  |  |  |  |  |
| Ability to allow others to take the lead (when  |  |  |  |  |  |

**3. Letter of Reference - General Appraisal:** We are particularly interested in the applicant's suitability to working as an effective team member and program leader with children and youth of special populations. We would appreciate knowing the applicant's strengths and weaknesses, (if any) and the basis of your statements. Please provide an attached letter of reference and place the letter with this form in an envelope and sign over the seal before returning it to the applicant. Alternatively, you can email directly to mrintoul@ualberta.ca. Thank-you.

**4. Referee Information**

|  |  |  |
| --- | --- | --- |
| Name of Referee (please print) | Academic Rank/Position | Department |
| Institution /Organization | Address and Postal Code | Telephone Number |
| E-mail Address | Date | Signature of Referee |

\*Please attach reference letter to this form. Thank you.