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 **Employer English Language Referee Report Form**

**SECTION 1: TO BE COMPLETED BY THE APPLICANT**

**APPLICANT DETAILS:**

Student number/Application (on-track) number, if known: ..............................................................

Surname/Family Name: .................................................................... Title: ..............................

First/Given Names: ........................................................................... Date of Birth: .................

**PROPOSED STUDY:**

Taught course (e.g BSc, MSc, LLM, PG Dip) and title of course: .....................................................

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Research degree (e.g. MPhil, PhD, MRes) and proposed topic: ........................................................

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**SECTION 2: TO BE COMPLETED BY YOUR EMPLOYER**

On completion, this form should be returned directly to: **Admissions Office, Swansea University, Singleton Park, Swansea SA2 8PP, email: study@swansea.ac.uk**

The above-named has applied to study at Swansea University. We would be grateful if you would use this form to provide information about the applicant’s use of the English Language in their employment. We thank you in advance for your assistance. *This reference is no longer confidential and could be seen by the applicant during the application process.*

**Please complete all sections of this form.**

1. How long and in what capacity have you known the applicant? ......................................

 ............................................................................................................................................

1. Please confirm the applicant’s role in the Company, including duration of employment within

 the Company. ………………………………………………………………………………………………………………..

 ..............................................................................................................................................

Please return completed form directly to: **Admissions Office, Swansea University, Singleton Park, Swansea SA2 8PP, email: study@swansea.ac.uk**

3. Please comment on his/her level of English Language proficiency by placing a tick in the relevant boxes below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair  | Poor |
| Writing |  |  |  |  |
| Listening  |  |  |  |  |
| Speaking |  |  |  |  |
| Reading |  |  |  |  |

4. Please provide specific examples of the applicant’s use of English in Writing, Listening, Speaking and Reading *in their day-to-day work* by completing the boxes below:

|  |  |
| --- | --- |
|  | Examples  |
| Writing |  |
| Listening  |  |
| Speaking |  |
| Reading |  |

**Name of referee** (in capitals): ...................................................................................................................

**Signature**: .................................................................................................................................................

**Position held**: ............................................................................. **Date**: .................................................

**Organisation/Institution Name and Address**: .........................................................................................

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................................................................... **Email address**: .............................................................