Referee's reference

hotel, tavern and catering scholarships

A. **Introduction**

SixStar Scholarships fund education and training that help people improve their skills and further their personal development. We want to sponsor individuals with the drive and passion to build a successful career in the hospitality industry.

Thank you for taking the time to complete this reference. It will support the applicant's funding submission that, if successful, will help them achieve their career goals. Your reference will be treated as confidential so please be completely honest in the information you provide.

B. **Your details**

Name

Title

Business/school

Phone

Email

Applicant's name

C. **What to tell the applicant**

The applicant must inform SixStar how we can expect to receive this reference, so, please tell the applicant how your reference will be sent.

D. **Sending instructions**

To ensure your reference is confidential, it may be sent in three ways:

Email	Please put 'Reference for (applicant's surname)' in subject line, and include everything in the 'Your details' section opposite. Email: reference@sixstar.org.nz To save time an online template is available at sixstar.org.nz/employers/provide-reference
Post	Send your reference directly to SixStar at: SixStar, References, PO Box 27018, Marion Square, Te Aro, Wellington 6141.
Give to applicant	Give your reference directly to the applicant (in a sealed envelope marked 'confidential' if you do not wish the applicant to see it). It will then be sent to us with the applicant's application.

E. **The deadline**

To ensure the applicant doesn't miss out, please complete and send this reference within the **next 7 days!**

Relationship to applicant (e.g. employer)

In your view, should we award the applicant a scholarship? If so, why?

What are some of the applicant's qualities and potential for a career in the hospitality industry?

Signature

Date / /

Please note: by signing this you agree to SixStar contacting you directly about this application. SixStar will not share the information you provide with anyone else. Please tick the following box if you do not want to receive any additional material about SixStar ☐

Office Use Only: SixStar No: ☐☐☐☐☐☐☐☐ Date Received: ☐☐/☐☐/☐☐ Data entered: ☐☐/☐☐/☐☐ by ☐☐☐☐