**INDIVIDUAL APPLICANT: REFERENCE TEMPLATE**

All applicants require at least one written reference from their employer and/or lecturer.

*NOTE: Employed applicants should also attach a signed employer endorsement.*

*Referees can use their own template as long as it includes the below highlighted information*

**Applicant’s name: ……………………………………………………………………………………...**

**Award category: ………………………………………………………………………………………..**

|  |
| --- |
| INSTRUCTIONS TO REFEREE: (please delete from form) The following information should be included in the reference. Additional information can be added :* The capacity in which you know the applicant, e.g. you are their employer or lecturer.
* Why this person should be an award winner.
* How the applicant would be a good ambassador for training, their industry and the State.
 |

Referee signature: **………………………………………………………………………………………**

Title: **…………………** Full name: **………………………………………………………………………**

Position: **…………………………………………………………………………………………………..**

Organisation: **……………………………………………………………………………………………..**

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