Dear Applicant, please pass this information on to the people writing references for you.

Lincoln College Adelaide, Guidelines for referees

At Lincoln we ask applicants to the College for two written references:

1. (ACADEMIC) The first from someone who knows your academic capacity and habits – for example, a Head or Principal of a School, a teacher, lecturer, boarding house head or tutor. For those who have been away from study for a few years choose someone who has worked with you long term and has seen you actively solve problems.

2. The second (CHARACTER) from someone who knows your character and personality, your goals in life and how you get along with people -- for example, a long standing family friend, a work supervisor, a coach, boarding house head, a minister or imam, a co-member of an association that you belong to.

You should not use family members or people that you are in a relationship with as your referees.

We ask that referees consider the following questions:

ALL:
How long have you known the applicant for and in what capacity (e.g. teacher, coach, work supervisor, family friend?) Please tell us what you do.
Do you believe that the applicant is suited to college life? Would you rent them a house or a room in your own?

CHARACTER:
How has the applicant demonstrated a capacity for living in a community?
Are they trustworthy? Reliable? Responsible?
Tell us a bit about their moral framework and characteristics
What are they like at making decisions?
What is their level of independence?
What kind of person are they? E.g. a good friend, a peacemaker, a thinker etc
How do you see them contributing to the college?
How do you see the college helping them?

ACADEMIC:
What can you tell us about their ability to study independently and to manage time?
What can you tell us about their academic achievements?
What can you tell us about their working relationships with others? E.g. project or group work
What prizes, scholarships and awards have they received?
How confident are you in their ability to juggle academics and social life and to complete their studies?
Have you enjoyed knowing them in this capacity?

Please ensure that your references are submitted with the application for OR directly to the College at: admin@lincoln.edu.au; The Principal, Lincoln College, 45 Brougham Place, North Adelaide 5006, Australia.