

This confidential report should be completed either by the principal or the applicant's class teacher and countersigned by the principal. In the event of existing student, any supervising person or higher authority who has been working with and knows the student, may complete the report.

CONFIDENTIAL REPORT

1. Name of applicant

.....

2. How long have you known the applicant?

.....

3. In which school activities is the applicant the happiest/ most successful?

	Study		Reading		Sport		Music
	Social		Hobbies		Community service/ activities		

4. To which of the following factors would you ascribe the applicant's academic achievements?

	Retentive memory		Hard, conscientious work		Above average intelligence
	Parental discipline		Individual attention from school teachers		

5. Please indicate how you rate the candidate on the following attributes, on a scale of 5, as set out below:

1. Integrity

1. Not dependable	2.	3.	4.	5. Totally honest, highly moral
-------------------	----	----	----	---------------------------------

Comments/ examples

.....

2. Responsibility

1. Careless, unreliable	2.	3.	4.	5. Completely dependable
-------------------------	----	----	----	--------------------------

Comments/ examples

.....

This confidential report should be completed either by the principal or the applicant's class teacher and countersigned by the principal. In the event of existing student, any supervising person or higher authority who has been working with and knows the student, may complete the report.

.....

.....

3. Initiative

1. Passive	2.	3.	4.	5. Enterprising, tackles challenges with drive
------------	----	----	----	--

Comments/ examples

.....

.....

.....

4. Leadership

1. Always a follower	2.	3.	4.	5. Leads from the front
----------------------	----	----	----	-------------------------

Comments/ examples

.....

.....

.....

5. Personality

1. Quiet/ introverted/ shy	2.	3.	4.	5. Outgoing, gregarious, sociable, confident
----------------------------	----	----	----	--

Comments/ examples

.....

.....

.....

6. Response to challenges

1. Apathetic, lethargic	2.	3.	4.	5. Keen, spirited, enthusiastic
-------------------------	----	----	----	---------------------------------

Comments/ examples

.....

.....

.....

This confidential report should be completed either by the principal or the applicant's class teacher and countersigned by the principal. In the event of existing student, any supervising person or higher authority who has been working with and knows the student, may complete the report.

7. Attitude to work

1. Lazy, has to be prodded	2.	3.	4.	5. Industrious, diligent
----------------------------	----	----	----	--------------------------

Comments/ examples

.....

.....

.....

8. Handling pressure

1. Unable to cope with pressure	2.	3.	4.	5. Functions well under pressure
---------------------------------	----	----	----	----------------------------------

Comments/ examples

.....

.....

.....

9. Communication/ personal relations

1. Difficult	2.	3.	4.	5. Easy and open
--------------	----	----	----	------------------

Comments/ examples

.....

.....

.....

10. Any other comments, or factors you may wish to bring to our attention:

.....

.....

.....

.....

.....

11. Special achievements of the applicant – medals, prizes, etc relating to studies, sport or cultural activities:

.....

.....

This confidential report should be completed either by the principal or the applicant's class teacher and countersigned by the principal. In the event of existing student, any supervising person or higher authority who has been working with and knows the student, may complete the report.

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

12. Intelligence quotient (if tested):

.....

.....
Signature of class teacher

.....
Date

.....
Signature of Principal

.....
Date

Name of School:

Address of School:
.....

Postal code

.....

Telephone number: *(Please stamp with school stamp)*