



The Sherwood Psychotherapy Training Institute  
**A02 CONCEPTS REFERENCE FORM**



**SECTION 1 – APPLICANT DETAILS** (to be completed by the **Applicant**)

**Section 1** is to be completed by the **applicant**. The form should then be passed to the **referee** who is asked to complete **Section 2**, compile and attach their separate reference and return to the address below. All completed applications need to be accompanied by a letter of reference provided from an **impartial source** (not friends or relations)

*Please attach this front sheet to your **separate reference on headed paper***

|                          |  |
|--------------------------|--|
| <b>Applicant Name</b>    |  |
| <b>Applicant Address</b> |  |

**SECTION 2 – REFEREE DETAILS** (to be completed by the **Referee**)

The above named individual is applying to study at the SPTI and has named you as a referee. We would be grateful if you could complete Section 2 and attach an accompanying separate reference letter. Thank you for your time and co-operation. To enable us to assess the suitability of this applicant for the Counselling Concepts course, it would be helpful if you could provide a reference with brief statements covering the specific areas as listed below:

|                                                                                |                                                                       |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Motivation and Commitment                             | <input type="checkbox"/> Ability to Learn and Reflect                 |
| <input type="checkbox"/> Personal Qualities (e.g. integrity, reliability etc.) | <input type="checkbox"/> Emotional Stability                          |
| <input type="checkbox"/> Capacity to Engage with Others                        | <input type="checkbox"/> Any further comments you think may be useful |

Please note: (a) **the reference itself should be provided on headed paper wherever possible**; and (b) **personal information you supply us below, or in your reference, will be used to: (i) assess the reference supplied and the applicant's suitability to study on their selected programme of study; and (ii) contact you with follow-up enquiries. It will be stored for 6 years from completion of training and may be subject to a data subject access request.**

To more fully understand how we collect and process your personal information, and the legal basis upon which we do so, please visit our privacy notice at [www.spti.net/privacynotice](http://www.spti.net/privacynotice). Alternatively, you can request a paper copy by contacting our Data Privacy Manager by email at [William.Graham@spti.net](mailto:William.Graham@spti.net) or writing to Will Graham, at the address below.

|                                                                                                            |                    |
|------------------------------------------------------------------------------------------------------------|--------------------|
| Referee Name                                                                                               |                    |
| Referee Post/Occupation                                                                                    |                    |
| Name & Address of Organisation (if applicable)                                                             |                    |
| Work email address (if applicable)                                                                         | Telephone (Work)   |
| Home address (if work address not applicable)                                                              |                    |
| Home email address (if applicable)                                                                         | Telephone (Home)   |
| How long and in what capacity do/have you known this applicant?                                            | Telephone (Mobile) |
| Referee signature ( <i>please do not type your name</i> )                                                  | Date               |
| <input type="checkbox"/> <b>I have attached my <u>separate letter of reference</u> to this front sheet</b> |                    |