

SCHOOL OF HISTORY

Reference Request Form

In accordance with University guidelines on Student Confidentiality, it is now necessary for authorisation to be received from any student/former student who wishes a member of staff to supply information about him/her to a third party. This form is to be used to request a reference.

The completed form (with accompanying information) should be handed direct to the member of staff for which a reference is requested. In the case of graduated students, it may be posted to the School of History, University of St Andrews, St Andrews, Fife, KY16 9AL.

NB: Submission of this form does not constitute agreement to write a reference on the part of the member of staff to write a reference. It is the responsibility of the student to confirm that a member of staff is prepared to write for them.

Name of Student/Former Student:

Name(s) of Staff Referee(s):

A Reference is requested in relation to the following application(s):

Tick One:

The Referee should wait to be contacted for his/her reference by the party to which an application has been made.

The Referee should send a reference unsolicited. (In this case it is warranted that clear details are attached with regard to the person(s) and addresses) to whom the reference should be sent, the deadline(s) for receipt of the reference(s), any reference numbers to be cited, any forms to be used and details of the post(s).)

In requesting a reference from a member of staff in the School of History at the University of St Andrews, I agree to abide by all the following conditions:

- To give as much time as possible (preferably 14 clear days) between requesting a reference and that reference being due.
- To provide all information requested by this form.
- To provide a full and up-to-date CV with this form.

I hereby warrant that the personal details in any CV which I provide to the School are full and accurate.

Signed:

Date: