[Date: DD/MM/YYYY]

[To Whom It May Concern,]

[Please state the name of the applicant, the position held and in what capacity you know the applicant]

1. Comment on the candidate’s academic/ employment performance, including proficiency of the English language
2. Comment on the candidate’s knowledge of life and culture in China (e.g. excellent, good, fair or poor)
3. Assessment of the candidate’s suitability for a teaching assistant post e.g. adaptability, interest in teaching assistant’s duties
4. Please complete the assessment below and delete employment/ academic as appropriate

|  |
| --- |
| Assessment of the candidate's Assessment of the candidate's **suitability****academic/ employment performance to date to be a teaching assistant** Insert letter in box A excellent \* Insert number in box 1 excellent \*    B good    2 good C average 3 average D poor 4 doubtful\*The relevant letter /number should be inserted in each box. It may be qualified with + or - as appropriate. |

Name of referee       Signature

Position held

Email address

Telephone

Company/ Organisation / Institution       Stamp of official seal