



HUMAN RESOURCES
DIVISION OF SERVICES AND RESOURCES

NAME

TITLE

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CRICOS Provider Number 00123M

Confidential

Our Ref:

Date

Recipient's Name

Address



Dear Recipient

**Re: Applicant's Name
Position**

I am writing with regard to **, who has applied for the above position at the University of Adelaide, and has named you as a referee from whom we may seek advice. We would appreciate it if you would provide a fair but frank assessment of the suitability of the applicant for the position in respect of the advertisement and selection criteria we have provided.

Prior to providing a reference to the University of Adelaide, please be aware that due to the Privacy Act (National Privacy Principles 6.1) applicants must be provided with access to information concerning them, including references, on request.

The University treats all references received with the utmost confidentiality. They are received on a secure fax in a secure facility in Human Resources. Copies are given only to members of the Appointment Committee, and all papers associated with the committee are collected and destroyed when the committee's business is completed. One copy is kept on the successful applicant's file. One copy of references for unsuccessful applicants is kept for six months and then disposed of.

I should be grateful to receive your reply as soon as possible and not later than **. In the interests of efficiency, please send your reply by fax or email, details above.

Please accept my thanks in advance for your assistance in this matter.

Yours sincerely

SENDER'S NAME

Sender's Title

Enclosure: Advertisement and Selection Criteria