

**Internship Reference Form**

Office use only Application number:

Reference:

Date received:

*Thank you for your assistance in providing a reference for the applicant who has applied to undertake an Internship at the Virginia Polytechnic Institute and State University (Virginia Tech) Middleburg Agricultural Research and Extension Center (MAREC). The internship will run for a period of three months between mid-May and mid-September 2017.*

*Please complete all sections and submit an electronic copy to* *jan.rogers@bef.co.uk* *by* ***5pm GMT, Friday 13th January 2017***, with the heading of the email stating “BEF MAREC Internship”*.*

*If you have any queries please do not hesitate to contact Jan using the email address above*, with the heading of the email stating “BEF MAREC Internship”*.*

*For further information please see the Intern Fact Sheet, available* [*here*](http://www.befred.org/docs/Intern_fact_sheet.pdf) *and the application form, available* [*here*](http://www.befred.org/docs/Intern_App_Form.doc)*. More information on the MAREC can be found* [*here*](http://arec.vaes.vt.edu/arec/middleburg/about.html)*.*

|  |
| --- |
| **SECTION A: CANDIDATE DETAILS** |
| Full name |  |
| University |  |

|  |
| --- |
| **SECTION B: REFEREE DETAILS** |
| Name |  |
| Relationship to applicant |  |

|  |
| --- |
| **SECTION C: REFERENCE** |
| Please comment upon the**academic achievements**of the candidate*(maximum 20 lines)* |  |
| Please comment upon the**experience** of thecandidate *(maximum 20 lines)* |   |
| Please comment upon the**career aspirations** of thecandidate*(maximum 20 lines)* |  |
| Please comment upon the**personal character** of thecandidate*(maximum 20 lines)* |  |
| How do you feel thecandidate would **benefit****from this internship**?*(maximum 20 lines)* |  |

|  |
| --- |
| **SECTION D: OTHER RELEVANT BRIEF COMMENTS OR INFORMATION** |
| Please add any furtherrelevant comments orother information*(maximum 20 lines)* |  |

|  |
| --- |
| **SECTION E: CONFIRMATION OF INFORMATION PROVIDED**I confirm the information I have provided in this reference for the candidate detailed above is complete and true. |
| Signature | By submitting this reference electronically you, the referee, provide confirmation that the information contained within the document is complete and true. |
| Date |  |