

**COADY INTERNATIONAL INSTITUTE**

St. Francis Xavier University  
PO Box 5000  
Antigonish, Nova Scotia  
Canada, B2G 2W5  
Fax: (902) 867-3907

**REQUEST FOR CONFIDENTIAL REPORT ON:**

NAME OF CANDIDATE \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

Those eligible as references:

- School Principal/College Teacher
- Bishop/Pastor
- Permanent Civil Servant
- Head of a Recognized NGO
- Director of the Applicant's Employing Organization
- Official of the Employing or Sponsoring Organization

The Coady International Institute is a department of St. Francis Xavier University, Antigonish, Nova Scotia, Canada. The Institute has been promoting community self-reliance since it began educating leaders from around the world in 1959. The Institute continues to work towards its mission: to develop organizational leaders, primarily in the South, with the vision, capacity and commitment to bring about sustainable and equitable social change.

For admission to the Institute's programs, candidates must demonstrate an interest in learning and be willing to participate respectfully in the dialogue and community-building that are essential to the programs.

To contribute to this exchange, candidates must have at least five years experience in community-based development work and be sponsored or nominated by their employing development organization. Participants must also be able to speak, read and write in English.

For successful completion of the program, the candidate must be able to deal with development concepts and methodologies, share development experiences and interact successfully in a multiracial and multicultural environment.

Given these requirements, we request that you submit to us information on the candidate and his/her development organization, as outlined in the remainder of this form.

**PART A: INFORMATION ON THE CANDIDATE (TO BE COMPLETED BY ALL REFERENCES)**

1. How long have you known the candidate and in what capacity?

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2. Indicate the work-related positions held by the candidate and your professional relationship, if any, with the candidate.

<u>Candidate's Position</u>	<u>Your Relationship</u>	<u>No. of Years</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. What is the candidate's knowledge of English?

Very Good \_\_\_\_\_ Good \_\_\_\_\_ Not Good \_\_\_\_\_

4. Does the candidate possess development experience sufficient for meaningful participation in a development-training program? Please comment.

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5. Does the candidate's past work performance reflect a strong commitment to helping the disadvantaged in your country?

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6. Please comment on the candidate's ability to get along with people of different cultures, to work independently, or any other personal characteristic(s) that might affect his/her studies. (Please use a separate sheet for additional comments, if necessary.)

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**PART B: INFORMATION ON THE CANDIDATE'S DEVELOPMENT ORGANIZATION**

**ANSWER QUESTIONS 1-4 IF YOU ARE THE DIRECTOR OR AN OFFICIAL OF THE CANDIDATE'S DEVELOPMENT ORGANIZATION. OTHER REFERENCES SHOULD ANSWER QUESTIONS 5-8.**

1. Briefly, how would you describe the purpose of your organization?

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2. What are the major problems your organization is currently facing in trying to achieve its purpose?

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3. Give a description of the candidate's past work with your organization.

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4. What role do you see for the candidate upon completion of the Program?

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**THIS SECTION TO BE COMPLETED BY OTHER REFERENCES**

5. To the best of your knowledge, what is the purpose of the development organization employing the candidate?

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6. To what extent is this organization effective in achieving its purpose?

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7. Can you identify any factors that you think limit this organization in improving its effectiveness?

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8. Do you endorse this organization as an effective development agency?

Fully \_\_\_\_\_ With reservation \_\_\_\_\_ No \_\_\_\_\_

Why? \_\_\_\_\_

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**PART C: FOR ALL REFERENCES**

9. Do you recommend the candidate for admission into the Coady International Institute's Program?

Fully \_\_\_\_\_ With reservation \_\_\_\_\_ No \_\_\_\_\_

Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_