



Robert Smyth Academy Sixth Form
**UCAS/APPRENTICESHIP/EMPLOYMENT
REFERENCE RECORD SHEET (LILAC Form)**

Name

Tutor

Did either of your parents go to university?

Yes

☐

No

☐

Your reference is one of the most important factors in determining whether you are called for interview or given an offer. Comments should be **as full as possible** under the following headings. The more information you include the better, as the easier it will be for your referee to include relevant information. (They should not have to search through your personal statement or records.)

Interests and personality Include information on things like extended projects, leadership work etc.	
Positions of responsibility held in and out of school Include any recent work experience	
Leisure interests music, drama, hobbies, sport, clubs etc.	
Contribution in the community	
Other relevant factors or special circumstances which merit special consideration e.g. family circumstances, health etc.	