

Prescribed Form 1 Confidential Statement of Reference for Master Level

FOR the Employer/ Authorized Officer

The Project for Human Resource Development Scholarship (JDS) in Ghana 2026

CONFIDENTIAL STATEMENT of REFERENCE for MASTER LEVEL

This reference statement is to be completed by the Director/Human Resource from the applicant's work place. This should be written or typed clearly in English and put in a sealed envelope (if not in English, an accurate translation must be attached by the referee).

The Name of the Applicant: _____

To the referee: This is an integral part of an application form for the scholarship program provided by Ghana under the Grant Aid Program by the Government of Japan. This particular program offers opportunities for academic research at Japanese higher educational institutions. Also, this is to enhance the leadership skills of young government officials in Ghana so that they can contribute more effectively to their home country after completion of their respective studies. Your candid responses to the items below would greatly assist the selection. Please return the form in the **sealed envelope** to the applicant.

1. How long have you known the applicant and in what context?

2. How do you estimate the applicant's personality?

(Strength)

(Weakness)

3. How do you describe the applicant's competence and weakness in his/her work?

(Competence)

(Weakness)

4. How do you appraise the applicant's ability that he/she will fill upon his/her return to Ghana, and the duties he/ she will undertake?

5. Please evaluate the applicant regarding the following items in comparison with other staff: Please tick one each.

	Excellent	Good	Average	Below Average
Academic Ability	☐	☐	☐	☐
Knowledge of Specialty Field	☐	☐	☐	☐
Motivation & Diligence	☐	☐	☐	☐
Potential for Future Contribution in Specialty Field	☐	☐	☐	☐
Leadership	☐	☐	☐	☐
Emotional Maturity	☐	☐	☐	☐
Communication Skill	☐	☐	☐	☐
Skill in Maintaining Personal Relationship with others	☐	☐	☐	☐
Adaptability to New Environment	☐	☐	☐	☐

6. Other recommendation remarks:

7. Relevance of the applicant's research plan and his/her current work; (please tick one from below)

☐ Strongly relevant / ☐ somewhat relevant / ☐ not relevant

Comments:

Full Name of the Referee: _____

Relationship to the Applicant: _____

Name of Organization/ Department/ Division: _____

Title: _____

Phone No.: _____

Signature: _____

Date: (day)____/(month) ____/(year) ____