

**Shek Lei Catholic Secondary School**  
**Application For Recommendation Letter**

**Instructions:**

1. This form should be completed by the applicant and the recommendation letter will be drafted by a teacher, preferably his/her form-teacher.
2. The original recommendation letter will be issued once and it will be ready for collection 10 working days after submission of the application.

**Details of Applicants**

1. Name of student (English): \_\_\_\_\_  
 (Chinese): \_\_\_\_\_
2. Student number: \_\_\_\_\_
3. Date of admission: \_\_\_\_\_
4. Date of leaving: \_\_\_\_\_
5. Last class attended/class now attending: \_\_\_\_\_
6. Correspondence address: \_\_\_\_\_  
 \_\_\_\_\_
7. Telephone number: \_\_\_\_\_
8. (a) Purpose of application (*Please circle the choice*):  
 Further studies/ Employment/ Emigration/ Others: \_\_\_\_\_
- (b) Name of person, organization and email/address applying to: \_\_\_\_\_  
 \_\_\_\_\_
- (c) Way of collection (*Please circle the choice*):  
 Collect in-person/ Send to institution by email/post directly/ Others: \_\_\_\_\_
9. Extra-curricular activities and services undertaken (with posts and dates specified):
 

<u>Year</u>	<u>Post held</u>	<u>Organization</u>	<u>Teacher-in-charge</u>
10. Special achievements, scholarships and prizes obtained:  
 \_\_\_\_\_

I declare that the above information is true.

Applicant's signature: \_\_\_\_\_ Date of application: \_\_\_\_\_