# Referee Declaration Form

You have been nominated by an engineer, to complete the below referee declaration form in relation to an assessment they are undertaking with Engineering New Zealand.

The applicant is required to send you a copy of their assessment application portfolio summary together with this declaration, for you to review and validate. The declaration requires you to confirm, to the best of your knowledge, that the content of the application is an accurate and authentic reflection of the applicant’s engineering experience, knowledge and competence.

If the applicant is applying for Chartership, you will also receive a separate email from Engineering New Zealand, with a link to the online portal, where you will be asked to provide more detailed feedback on the applicant’s technical and professional competence and suitability for registration.

If you wish to contact Engineering New Zealand directly regarding this application, please contact us at [assessement@engineeringnz.org](mailto:assessement@engineeringnz.org).

## Applicant details

|  |  |
| --- | --- |
| Full Name |  |
| Engineering New Zealand customer number/CPEng number |  |

## Referee details

|  |  |
| --- | --- |
| Full Name |  |
| Job title |  |
| Company name |  |
| Email |  |
| Mobile Number |  |
| Relationship to applicant |  |
| Professional Registration Number (if available) |  |

## Referee declaration

I confirm that **I have reviewed the applicant’s portfolio of evidence,** and to the best of my knowledge, the content of the application and work referenced as evidence are a true reflection of the applicant’s engineering work experience, knowledge, and competence.

I understand that Engineering New Zealand may contact me directly if they have any questions regarding the applicant’s evidence or my verification of it.

By submitting this report, I understand and acknowledge that my report will be used and retained by Engineering New Zealand for assessment purposes.

|  |  |
| --- | --- |
| Referee signature |  |
| Date |  |

**Please return the completed declaration to the applicant.**