

Obtaining Professional References

A Guide

The ADC requires two professional references which attest to your competency and good standing as a dentist.

October 2023

Professional References

You will need to arrange professional references from employers, supervisors or tutors who are registered dentists. References must include ALL the details specified below.

Professional reference letters **must:**

- Include the date of issue
- Be current – i.e., written within 12 months from the date of submission to the ADC
- Be on official letterhead and include the full address, telephone, email, website addresses and company logo of the person, company or government department providing the reference in English. If the details are not in English, a certified translation needs to be submitted alongside the original.
- Include your name as it is recorded on your degree certificate or identification
- State the referee's relationship to you
- Provide an explanation of how the referee can attest to your competency as a dentist, e.g. how they have observed you demonstrate your skills
- Be written in the referee's own words
- Include the handwritten signature, full name, position and direct contact number of the referee – the full name, position and direct contact number must be printed or stamped below their handwritten signature

Professional references **will not be accepted** if they are:

- Written by family members
- Written by colleagues – exceptions applies for candidates who are/were self-employed and who have provided evidence of self-employment as part of their employment history
- Written by university tutors or lecturers when a candidate has completed their education and has been practicing as a dentist for more than 2 years
- Identical but written and signed by two different referees
- A sample professional reference containing all required information is provided below.

Must be on official letterhead and include the full address, telephone, email, website addresses and company logo of the person, company or government department providing the reference



12/08/2023

Big Smile Dental
99 Rourke Street
Monroeville, VIC
Australia
Ph: (09) 5555 5555
contact@bigsmiledental.com
bigsmiledental.com.au

Must match the name recorded on the candidate's degree certificate or identification

- Must include the date of issue
- Must be current – i.e, written within 12 months from the date of submission to the ADC

Regarding Mr E Dentista

Must state the referee's relationship to the candidate, e.g. employer

Dear ADC,

In this paragraph, your referee should state their relationship with you clearly, including since when and how long they have known you, in which workplace they were your employer, supervisor or tutor.

In this paragraph, your referee should be writing about their specific knowledge of you, including your skills and work record. They should talk about how you worked with patients and colleagues.

In this paragraph, your referee should talk about your strengths as a dental practitioner.

In this paragraph, your referee should sum up their reference and provide any other information we should know about you.

Kind regards,

A stylized, handwritten signature in black ink, likely belonging to a referee.

- Must attest to the candidate's competency and good standing as a dentist.
- Must be written in the referee's own words

Your Referee's name

Your Referee's title/position

Your Referee's direct contact details

- Must include the handwritten signature, full name, position and direct contact number of the referee
- Must be written by authorised personnel (employer, supervisor, tutor)