



## ***Center Point Independent School District***

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### **EMPLOYMENT REFERENCE FORM PROFESSIONALS AND SUPPORT PERSONNEL**

**Applicant:** \_\_\_\_\_ **Reference Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Campus:** \_\_\_\_\_ **District/Firm:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

#### **Areas of Inquiry:**

1. Dates of employment: \_\_\_\_\_ How long have you known applicant? \_\_\_\_\_
2. What was your relationship to applicant? \_\_\_\_\_
3. Applicant's job title/responsibilities: \_\_\_\_\_
4. Reason for leaving: \_\_\_\_\_

Rate the Following 1-10 (10 being the highest)

1. Attendance: \_\_\_\_\_
2. Willingness to work hard (self-disciplined): \_\_\_\_\_
3. Communication skills: \_\_\_\_\_
4. Ability to plan, organize, and complete projects on time: \_\_\_\_\_
5. Relationship with co-workers and supervisor(s): \_\_\_\_\_
6. Dependability: \_\_\_\_\_
7. Detail oriented: \_\_\_\_\_
8. Percent of work that needed correction or had to be redone: \_\_\_\_\_
9. Technical skills: \_\_\_\_\_
10. Would you rehire this person? \_\_\_\_\_
11. Describe position for which applicant has applied. Then ask the following:  
Would this applicant be suited to a position of this nature? \_\_\_\_\_

Additional Comments:

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**Reference checked**

**by:** \_\_\_\_\_ **Date:** \_\_\_\_\_