



EMPLOYMENT PRACTICES:
EMPLOYMENT PROCEDURES

DC (R)
(Exhibit) B

Center Point Independent School District

EMPLOYMENT REFERENCE FORM

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: _____

Teachers Only:

10. Classroom management: _____
11. Instructional delivery effectiveness: _____
12. Ability to relate to students: _____

Final Questions:

Would you rehire this person? _____

Describe position for which applicant has applies. Then ask the following:

Would this applicant be suited to a position of this nature? _____

Additional Comments: _____

Referenced checked

by: _____ Date: _____