

**TERRELL INDEPENDENT SCHOOL DISTRICT
EMPLOYMENT REFERENCE FORM-SERVICE 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 _____
5. Attendance _____
6. Willingness to work hard (self-disciplined) _____
7. Communication skills _____
8. Ability to plan, organize, and complete projects on time _____
9. Relationship with coworkers and supervisor _____
10. Dependability _____
11. Detail oriented _____
12. Percent of work that needed correction or had to be redone _____
13. Technical skills _____
14. Describe the work environment that was best for this applicant _____
15. Would you rehire this person? _____
16. Describe position for which applicant has applied. Then ask the following: would this applicant be suited to a position of this nature? _____

17. Has this applicant ever been the subject of investigation by a school or any other employer?

18. Has this applicant ever been dismissed from any position or disciplined for any reason?

19. Have you been limited in your responses by any direction or agreement? _____

Additional Comments

Reference checked by _____ Date _____