



**PINE TREE ISD
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? _____

Additional Comments

Reference checked by _____ Date _____



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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. Attendance _____
5. Classroom management _____
6. Rapport with students _____
7. Relationship with coworkers and supervisors _____
8. Maturity of judgment _____
9. Parent and community acceptance _____
10. Greatest strength _____
11. Greatest limitation _____
12. How would you rate applicant's job performance on a scale of 1-10 (10 being the highest)? _____
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