



# Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580

Phone: (956) 689-8178 ext. 4115 • FAX: (956) 689-8189 – Human Resource Office

## EMPLOYMENT REFERENCE FORM- PROFESSIONAL PERSONNEL

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|------------------------|-----------------------------|
| <b>Applicant</b> _____ | <b>Reference Name</b> _____ |
| <b>Position</b> _____  | <b>Position</b> _____       |
| <b>Campus</b> _____    | <b>District/Firm</b> _____  |
|                        | <b>Phone</b> _____          |

### 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 supervisor \_\_\_\_\_
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)? \_\_\_\_\_
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?  
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### Additional Comments

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Reference check done by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

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