



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- 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 check done by _____ Date _____ Time _____

Raymondville ISD, an equal opportunity employer, does not discriminate on basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.



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