

# *Service and Support Personnel Reference Form*

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**APPLICANT:**

**PLAINVIEW ISD CAMPUS/POSITION CONSIDERATION:**

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**Name of Reference:**

**Previous Employer:**

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/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? \_\_\_\_\_

**Reference checked by:**

**Date:**