



SAN FELIPE DEL RIO C.I.S.D.

DEPARTMENT OF HUMAN RESOURCES

P.O. DRAWER 428002 • DEL RIO, TEXAS 78842 • (830)778-4014

EMPLOYMENT REFERENCE - PROFESSIONAL

SECTION 1. TO BE COMPLETED BY THE APPLICANT:

UPON COMPLETING THIS SECTION, PLEASE FORWARD TO A FORMER SUPERVISOR INSTRUCTOR.

Applicant's Name: _____

Position Applying for: _____

Reference Name _____

Relationship to applicant _____

Company/School _____

Telephone # _____

AUTHORIZATION STATEMENT

I have applied for employment with the San Felipe Del Rio C.I.S.D. I authorize SFDRICISD to collect any information orally or in writing about my qualifications and past performance. I will not hold you or the organization liable for supplying any information regarding my employment/education. Thank you for your assistance.

Signature _____

Date _____

SECTION II. TO BE COMPLETED BY THE PERSON MAKING THE REFERENCE.

PLEASE RATE THE APPLICANT BY CHECKING THE APPROPRIATE BOX BELOW.

CHARACTERISTICS	STRONG	ACCEPTABLE	NOT ACCEPTABLE	NO BASIS TO JUDGE/COMMENTS
General appearance, appropriate dress, grooming				
Exercises professional judgment in absences from work				
Accepts constructive criticism and supervision				
Communicates information effectively				
Demonstrates good judgment				
Establishes personal growth and career path				
Effectively diagnoses and addresses situations or conditions				
Displays a practical approach to problem solving				
Inspires cooperation and confidence				
Provides support and assistance when needed				
Is knowledgeable and current in field				
Is receptive to new ideas and changes				

SECTION III. FOR TEACHER POSITIONS ONLY.

PLEASE RATE THE APPLICANT BY CHECKING THE APPROPRIATE BOX BELOW.

CHARACTERISTICS	STRONG	ACCEPTABLE	NOT ACCEPTABLE	NO BASIS TO JUDGE/COMMENTS
Handles matters in a fair and consistent manner				
Communicates student's successes and failures to parents				
Demonstrates knowledge of subject matter				
Demonstrates ability to diagnose and address student needs				
Encourages student performance consistent with abilities				
Uses a variety of instructional methods				
Assigns work which is relevant and purposeful				
Works well as part of an instructional team				
Uses effective discipline management strategies				
Ability to present strong instructional lessons				
Ability to analyze data and design lessons accordingly				

Reference Signature _____

Date _____

UPON COMPLETEING SECTION III AND SIGNING, PLEASE FORWARD TO APPLICANT.