



# 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 - AUXILIARY

### SECTION I. TO BE COMPLETED BY THE APPLICANT:

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

Applicant's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Reference Name \_\_\_\_\_ Title \_\_\_\_\_

Company/School \_\_\_\_\_ Telephone # \_\_\_\_\_

### AUTHORIZATION STATEMENT

I have applied for employment with the San Felipe Del Rio C.I.S.D. I authorize SFDR CISD 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 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                        |        |            |                |                            |
| Handles matters in a fair and consistent manner              |        |            |                |                            |
| Demonstrates knowledge of skill area                         |        |            |                |                            |

Would you employ or rehire the applicant?  Yes  No

REMARK: (This is especially significant.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### RELATIONSHIP TO THE APPLICANT

(Check items which apply)

- \_\_\_ Worked under my supervision
- \_\_\_ Co-worker
- \_\_\_ Student in my classes at school
- \_\_\_ Student teacher under my supervision
- \_\_\_ Employer
- \_\_\_ Other

Reference Signature \_\_\_\_\_

Date \_\_\_\_\_

**UPON COMPLETING SECTION II AND SIGNING, PLEASE FORWARD TO APPLICANT .**