

*China Spring Independent School District*  
**SUPPORT STAFF PERSONNEL REFERENCE**

\_\_\_\_\_ is applying for the position of \_\_\_\_\_  
**Applicant Name**  
 with the China Spring Independent School District, and has named you as a reference. We ask that you give us your assessment of this person's performance in your situation. Please read the direction below carefully before completing this reference form. Please return this form to the Human Resources Department, China Spring Independent School District as soon as possible.

Name of Reference	Company / Institution
Street Number / P.O. Box	Position
City	State <span style="float: right; border-bottom: 1px solid black; padding-bottom: 5px;">Zip</span>

**RELEASE:** I authorize the China Spring Independent School District to request information from references concerning my work performance and general character. I further authorize the party receiving this form to give complete information requested by China Spring ISD. I agree not to hold China Spring ISD or the reference liable for the information submitted.

\_\_\_\_\_  
 Applicant Signature Date

<b>DIRECTIONS:</b> Please use the following scale to rate the applicant's ability to perform in these situations. Circle the number that most closely describes the applicant's performance. Feel free to add comments as needed.	Outstanding	Strong	Good	Minimal	Unacceptable	Not Applicable/Unknown
A value system: such as strong work ethic, loyalty.	5	4	3	2	1	0
A feeling of pride in achievement.	5	4	3	2	1	0
Ability to be a team player.	5	4	3	2	1	0
Ability to understand the thoughts and feelings of others.	5	4	3	2	1	0
Tendency toward completing projects.	5	4	3	2	1	0
Desire to achieve excellence in job-related skills.	5	4	3	2	1	0
Ability to interact with school students, staff and parents.	5	4	3	2	1	0
Commitment to learning.	5	4	3	2	1	0
Ability to make competent decisions.	5	4	3	2	1	0
Positive responses to supervision.	5	4	3	2	1	0
Positive relationships with co-workers.	5	4	3	2	1	0
Dependability on the job.	5	4	3	2	1	0
Personal appearance.	5	4	3	2	1	0



