

# REQUEST FOR REFERENCE

Fort Worth Independent School District  
 100 N. University Drive, Fort Worth, Texas 76107  
**Fax #: 817-814-2735**



**Fort Worth**  
 INDEPENDENT SCHOOL DISTRICT

I, \_\_\_\_\_ (**PRINT NAME**), have applied for a(n) \_\_\_\_\_ position with Fort Worth ISD and would appreciate your time and consideration in this pre-evaluation process.

## APPLICANT RELEASE OF INFORMATION STATEMENT

I, \_\_\_\_\_ (**PRINT NAME**), hereby authorize the Fort Worth Independent School District to contact my former employer. I hereby authorize my former employers to disclose my prior work history with them, including the reasons for my separation of employment. Additionally, I hereby release all of my former employers from any and all claims, liabilities, or causes of action for verifying the information that I have provided in my employment application, as well as any other information they may provide about me.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

XXX - XX - \_\_\_\_\_  
**SOCIAL SECURITY #**

\_\_\_\_\_  
**DATE**

Applicant's Name: _____	Unsatisfactory	Acceptable	Commendable	Clearly Outstanding	Not Observed
Please use the rating scale to the right of each topic and <b>circle</b> the appropriate alpha character below the response that best describes your opinion of the applicant in relation to the topic.					
<b>Your opinion of the applicant's:</b>					
Mastery of specified <b>job skill</b> or <b>subject matter</b> .....	U	A	C	O	N
Efforts toward <b>self improvement</b> .....	U	A	C	O	N
<b>Cooperation</b> with associates/peers.....	U	A	C	O	N
Ability to <b>motivate</b> others.....	U	A	C	O	N
<b>Initiative</b> /energy/enthusiasm on the job.....	U	A	C	O	N
Maturity/demonstration of good <b>judgment</b> .....	U	A	C	O	N
Ability to provide <b>loyal</b> support.....	U	A	C	O	N
<b>Dependability</b> .....	U	A	C	O	N
Promptness and <b>attendance</b> .....	U	A	C	O	N
Ability to <b>operate equipment</b> related to position specified...	U	A	C	O	N
Classroom <b>management</b> skills...(Teaching positions only).....	U	A	C	O	N
<b>Organizational</b> skills.....	U	A	C	O	N
Response to <b>supervision</b> .....	U	A	C	O	N
Poise and <b>self-control</b> .....	U	A	C	O	N
Personal <b>appearance</b> .....	U	A	C	O	N
Ability to be <b>tactful</b> in personal relations.....	U	A	C	O	N
<b>What is your general estimate of the applicant as a whole?</b>	U	A	C	O	N
<b>Your observations were made as the applicant's:</b> Supervisor ___ Co-worker ___ Teacher ___ Other _____					
<b>Your title at that time was:</b> _____					
<b>Was the applicant employed by your firm or school?</b> Yes ___ No ___ N/A ___					
<b>Was the applicant asked to terminate?</b> Yes ___ No ___ N/A ___					
<b>Would you rehire the applicant?</b> Yes ___ No ___ N/A ___					
<b>Did the applicant require supervision?</b> None ___ Minimum ___ Moderate ___ Maximum ___ N/A ___					
<b>Additional remarks?</b> _____ _____ _____					

\_\_\_\_\_  
**RESPONDENT'S NAME (PRINT)**

\_\_\_\_\_  
**RESPONDENT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**CURRENT POSITION TITLE**

\_\_\_\_\_  
**TELEPHONE #**