

**DANBURY ISD SERVICE AND SUPPORT PERSONNEL**  
**REFERENCE FORM**

APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

I have applied for employment with the Danbury Independent School District as a service or support employee. I hereby authorize you to give full and complete information below as requested by the district. In compliance with the Texas Open Records Law, and the Federal Rights & Privacy Act of 1974, I am allowed to see this form upon request.

Applicant's Signature: \_\_\_\_\_

Please use the following score:

5-Clearly Outstanding	3-Satisfactory	1-Unsatisfactory
4-Exceeds Expectations	2-Below Expectations	0-Unknown

**PERSONAL QUALITIES & CHARACTERISTICS:**

Appearance	<input type="checkbox"/>	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>	0
Attendance	<input type="checkbox"/>	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>	0
Punctuality	<input type="checkbox"/>	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>	0
Dependability	<input type="checkbox"/>	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>	0
Professional Judgment	<input type="checkbox"/>	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>	0
Response to supervision	<input type="checkbox"/>	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>	0
Enthusiasm	<input type="checkbox"/>	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>	0
Commitment	<input type="checkbox"/>	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>	0
Probable Success as a Teacher	<input type="checkbox"/>	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>	0

What is your relationship to the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Dates of employment \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Applicant's job title / responsibilities \_\_\_\_\_

Would you hire/rehire the above applicant?     Yes     No

Would this applicant be suited to a position of this nature? \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Position: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact phone number \_\_\_\_\_

Thank you. Please fax completed form to **LISA MENARD (979) 922-8246** or mail to:

**Danbury ISD**  
**P.O. Box 378**  
**Danbury, Texas 77534-0378**