



Galena Park ISD  
 Human Resource and Communication Services  
 14705 Woodforest Boulevard  
 Houston, TX 77015

## Manual Trades Reference Form

I hereby give you permission to complete this reference form for the Galena Park Independent School District. In requesting this reference, I do hereby release those furnishing information from any liability and responsibility from their doing so. I am willing that a true copy of this authorization be accepted with the same authority as the original.

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

\_\_\_\_\_  
 Date

**APPLICANT:** Clearly print the name and address of your work reference and mail this form to the individual named below. **Include a stamped envelope with the Human Resource and Communication Services address printed on it to ensure a prompt response.** References should come from previous supervisors, one of which should be the current or most recent supervisor.

**Reference Information:**

**Applicant Information:**

To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

\_\_\_\_\_  
 Applicant Name (Print)  
 \_\_\_\_\_  
 Position Desired  
 \_\_\_\_\_  
 Social Security Number

The above named applicant has applied for a position with the Galena Park Independent School District. Please place an "X" in the allotted space indicating your evaluation of the applicant: (5) Clearly Outstanding (4) Exceeds Expectations (3) Meets Expectations (2) Below Expectations (1) Unsatisfactory (0) No Opportunity to Observe

	5	4	3	2	1	0
Willingness to work hard (self-disciplined)						
Communication skills						
Ability to plan, organize, and complete projects						
Relationship with co-workers and supervisors						
Dependability						
Detailed oriented						
Technical skills						
Over-all job performance						

1. What were the dates of employment? \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_
2. What was your relationship to applicant? \_\_\_\_\_
3. What were the applicant's job title/responsibilities? \_\_\_\_\_
4. What was the applicant's reason for leaving? \_\_\_\_\_
5. Would you rehire the applicant? \_\_\_\_\_
6. You may use the back of this form to add any additional comments.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Phone Number

Please return this form to our office in the stamped envelope that you received from the applicant.



Galena Park ISD  
 Human Resource and Communication Services  
 14705 Woodforest Boulevard  
 Houston, TX 77015

## Manual Trades Reference Form

I hereby give you permission to complete this reference form for the Galena Park Independent School District. In requesting this reference, I do hereby release those furnishing information from any liability and responsibility from their doing so. I am willing that a true copy of this authorization be accepted with the same authority as the original.

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

\_\_\_\_\_  
 Date

**APPLICANT:** Clearly print the name and address of your work reference and mail this form to the individual named below. **Include a stamped envelope with the Human Resource and Communication Services address printed on it to ensure a prompt response.** References should come from previous supervisors, one of which should be the current or most recent supervisor.

**Reference Information:**

**Applicant Information:**

To: \_\_\_\_\_

\_\_\_\_\_  
 Applicant Name (Print)

Address: \_\_\_\_\_

\_\_\_\_\_  
 Position Desired

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
 Social Security Number

Phone: \_\_\_\_\_

The above named applicant has applied for a position with the Galena Park Independent School District. Please place an "X" in the allotted space indicating your evaluation of the applicant: (5) Clearly Outstanding (4) Exceeds Expectations (3) Meets Expectations (2) Below Expectations (1) Unsatisfactory (0) No Opportunity to Observe

	5	4	3	2	1	0
Willingness to work hard (self-disciplined)						
Communication skills						
Ability to plan, organize, and complete projects						
Relationship with co-workers and supervisors						
Dependability						
Detailed oriented						
Technical skills						
Over-all job performance						

1. What were the dates of employment? \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_
2. What was your relationship to applicant? \_\_\_\_\_
3. What were the applicant's job title/responsibilities? \_\_\_\_\_
4. What was the applicant's reason for leaving? \_\_\_\_\_
5. Would you rehire the applicant? \_\_\_\_\_
6. You may use the back of this form to add any additional comments.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Phone Number

Please return this form to our office in the stamped envelope that you received from the applicant.



Galena Park ISD  
 Human Resource and Communication Services  
 14705 Woodforest Boulevard  
 Houston, TX 77015

### Manual Trades Reference Form

I hereby give you permission to complete this reference form for the Galena Park Independent School District. In requesting this reference, I do hereby release those furnishing information from any liability and responsibility from their doing so. I am willing that a true copy of this authorization be accepted with the same authority as the original.

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

\_\_\_\_\_  
 Date

**APPLICANT:** Clearly print the name and address of your work reference and mail this form to the individual named below. **Include a stamped envelope with the Human Resource and Communication Services address printed on it to ensure a prompt response.** References should come from previous supervisors, one of which should be the current or most recent supervisor.

<u>Reference Information:</u>	<u>Applicant Information:</u>
To: _____	Applicant Name (Print) _____
Address: _____	Position Desired _____
City, State, Zip: _____	Social Security Number _____
Phone: _____	

The above named applicant has applied for a position with the Galena Park Independent School District. Please place an "X" in the allotted space indicating your evaluation of the applicant: (5) Clearly Outstanding (4) Exceeds Expectations (3) Meets Expectations (2) Below Expectations (1) Unsatisfactory (0) No Opportunity to Observe

	5	4	3	2	1	0
Willingness to work hard (self-disciplined)						
Communication skills						
Ability to plan, organize, and complete projects						
Relationship with co-workers and supervisors						
Dependability						
Detailed oriented						
Technical skills						
Over-all job performance						

1. What were the dates of employment? \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_
2. What was your relationship to applicant? \_\_\_\_\_
3. What were the applicant's job title/responsibilities? \_\_\_\_\_
4. What was the applicant's reason for leaving? \_\_\_\_\_
5. Would you rehire the applicant? \_\_\_\_\_
6. You may use the back of this form to add any additional comments.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Phone Number

Please return this form to our office in the stamped envelope that you received from the applicant.