



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

### Technical 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 Resources 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.



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Address: _____	Position Desired _____
City, State, Zip: _____	Social Security Number _____
Phone: _____	

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