



RICHARDSON INDEPENDENT SCHOOL DISTRICT

Posted Professional Position Reference Form

For a professional position other than teacher posted on RISD Web site

Applicant

Position Applied For

How long have you known the applicant? From _____ To _____

The applicant's position in your school/business was: _____

What was your official relationship with the applicant? _____

Would you employ/re-employ this person? _____

Table with 6 columns: APPLICANT'S CHARACTERISTICS, Unknown, Below Average, Average, Above Average, Superior. Rows include characteristics like General appearance, Personality, Enthusiasm, etc.

The applicant's weakest characteristic is _____

The applicant's strongest characteristic is _____

Additional comments (Use back if needed) _____

Name of person providing reference

Position

Name of School/Business

School/Business Address City State

Phone # FAX #

Date

THE RICHARDSON INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
Please return to RISD Human Resources, 400. S. Greenville Ave., Richardson, TX 75081 or FAX to 469.593.0261