



RICHARDSON INDEPENDENT SCHOOL DISTRICT

Paraprofessional Reference Form

APPLICANT: PLEASE COMPLETE THE PORTION BELOW.

Name of applicant _____ Position applied for _____

The applicant named above has applied for a position with the Richardson Independent School District and has given your name as a reference. Your completion of this reference form will be most helpful in our assessment of the applicant's qualifications. Please return this form directly to our Human Resources office at the address below.

Signature of applicant

How long have you known the applicant? _____

What was the applicant's position in your school system? _____

What was your official relationship with the applicant? _____

Would you employ/re-employ this person? _____

APPLICANT'S CHARACTERISTICS	Unknown	Below Average	Average	Above Average	Superior
General appearance					
Personality					
Enthusiasm					
General Health					
Commitment					
Judgment					
Emotional poise					
Professional Ethics					
Cooperation with Administrators / Supervisors					
Cooperation with Co-Workers					
Public Relations					
Willingness to Accept Suggestions					
Interest in Professional Growth					
Knowledge / Skills at Current Position					
Organization and Planning Skills					
Time Management Skills					
Ability to Work without Supervision					
Communication Skills					

The applicant's weakest characteristic is _____

The applicant's strongest characteristic is _____

Additional comments (use back if needed) _____

Signature _____

Position _____

Address _____

City/State/ZIP Code _____

Phone number _____

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 469.593.0271*