



DONNA INDEPENDENT SCHOOL DISTRICT

Department of Human Resources
116 North 10th Street • Donna, TX 78537

EMPLOYMENT TELEPHONE REFERENCE CHECK

SECTION I

Contact Information to be completed by the recommending administrator.

Applicant's Name: _____ SSN: _____

Position Applying For: _____ Location: _____

Name of Organization/School District/Company Contacted: _____

Contact Person's Name: _____

Contact Person's Job Title: _____

SECTION II

Employment information to be completed by the recommending administrator.

Dates of Employment – From: _____ To: _____

Position/Title: _____

Brief Description of Duties: _____

Is this person eligible for rehire? Yes No

Would you rehire this person? Yes No

SECTION III

Reference information to be completed by the recommending administrator.

Indicate the reference's response by writing in:

E = Excellent, S = Satisfactory, U = Unsatisfactory or NB = No Basis to Judge

AREA	E	S	U	NB	AREA	E	S	U	NB
Attendance					Relationship with co-workers/supervisors				
Punctuality					Relationship with students				
Dependability					Relationship with parents/community				
Commitment					Writing ability				
Hard-working					Organizational ability				
Initiative					Communication ability				
Innovative					Management ability				
Leadership					Professional judgment				
Computer/technical skills					Overall performance				

Do you have any additional comments about the applicant, which would be helpful to us in making a hiring decision?

SECTION IV

Verification by recommending administrator.

Reference check conducted by: _____

ADMINISTRATOR

POSITION/TITLE

SIGNATURE

DATE

"The Donna Independent School District is an equal opportunity employer!"