



**ALLEN INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
P. O. BOX 13
ALLEN, TEXAS 75013**

PARAPROFESSIONAL OR AUXILIARY REFERENCE FORM

Name of Applicant (Print)

Applicant Signature

Position(s) Desired:

Name of Person giving the Reference (Print)

The applicant named above has applied for a paraprofessional or auxiliary position in the Allen ISD and has given your name as a reference. Your completion of this Professional Reference Form will be most helpful in our assessment of the applicant's qualifications. By signing this form the applicant has waived his/her right of access to this reference; it may not be read by the applicant according to the Texas Open Records Act. *Please return this form to the applicant in a sealed envelope with your signature across the seal.*

5 = Clearly Outstanding 4 = Exceeds Expectations 3 = Satisfactory 2 = Below Expectations 1 = Unsatisfactory

	5	4	3	2	1	UNKNOWN
Personal Appearance	—	—	—	—	—	—
Attendance.....	—	—	—	—	—	—
Punctuality.....	—	—	—	—	—	—
Dependability	—	—	—	—	—	—
Professional Judgement.....	—	—	—	—	—	—
Openness to suggestions	—	—	—	—	—	—
Enthusiasm for work.....	—	—	—	—	—	—
Adaptability	—	—	—	—	—	—
Commitment.....	—	—	—	—	—	—
Poise and self control	—	—	—	—	—	—
Professional growth and interest	—	—	—	—	—	—
Office Skills.....	—	—	—	—	—	—
Communication Skills.....	—	—	—	—	—	—
Attitude toward and interest in students	—	—	—	—	—	—
Probable success as an employee.....	—	—	—	—	—	—
Cooperation and loyalty	—	—	—	—	—	—

How long have you known the applicant? _____

Would you hire/rehire the above applicant? Yes No

Please identify your relationship to the applicant (Check items which apply):
 Worked under my supervision A co-worker Personal acquaintance with applicant
 Student in my class Other _____

Comments: _____

Signature _____ Position _____

Date _____ Phone Number _____