

**LAREDO INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
1702 HOUSTON ST. • LAREDO, TX 78040
(956) 273-1000 • FAX (956) 273 1035**

TO BE COMPLETED BY THE APPLICANT: *Upon completing this section, please forward to a former supervisor/instructor.*

Applicant's Name _____ Last 4 Digits of your Social Security # _____

Position Applying For _____

Reference Name _____ Title in relationship to applicant _____

Company/School _____ Telephone Number _____

AUTHORIZATION STATEMENT

I have applied for employment with the Laredo Independent School District. I authorize LISD to collect any information orally or in writing about my qualifications and past performance. I will not hold you or the organization liable for supplying any information regarding my employment.

Signature

Date

TO BE COMPLETED BY REFERENCE:
Please rate the applicant by checking the appropriate box below.

CHARACTERISTICS	STRONG	ACCEPTABLE	NOT ACCEPTABLE	NO BASIS TO JUDGE/ COMMENTS
General appearance, appropriate dress, grooming				
Exercises professional judgement in absences from work				
Accepts constructive criticism and supervision				
Communicates information effectively				
Demonstrates good judgement				
Establishes personal growth and career path				
Effectively diagnoses and addresses situations or conditions				
Displays a practical approach to problem solving				
Inspires cooperation and confidence				
Provide support and assistance when needed				
Is knowledgeable and current in field				
Is receptive to new ideas and changes				

FOR TEACHER POSITIONS ONLY, PLEASE ANSWER THE FOLLOWING:
Please rate the applicant by checking the appropriate box below:

CHARACTERISTICS	STRONG	ACCEPTABLE	NOT ACCEPTABLE	NO BASIS TO JUDGE/ COMMENTS
Handles matters in a fair and consistent manner				
Communicates students' successes and failures to parents				
Demonstrates ability to diagnose and address student needs				
Encourages student performance consistent with abilities				
Uses a variety of instructional methods				
Assigns work which is relevant and purposeful				
Works well as part of an instructional team				

How long have you known the applicant? _____ yrs.

Would you recommend the applicant for the position desired? _____ Yes _____ No _____ Not at this time

Signature _____ Official Position _____ Date _____

THANK YOU FOR YOUR COOPERATION AND ASSISTANCE. PLEASE MAIL REFERENCE TO THE HUMAN RESOURCES DEPARTMENT AT THE ADDRESS LISTED ABOVE. AGAIN THANK YOU.