



Wharton County Junior College

Human Resources
911 Boling Highway
Wharton, Texas 77488
(979) 532-6561

EMPLOYMENT REFERENCE FORM

SECTIONS BELOW TO BE COMPLETED BY APPLICANT

(Return this signed form with completed application)

| | |
|--|-------------------|
| Name of Applicant: (Print Name Clearly) | Other Names Used: |
|--|-------------------|

Release of Information:

I, _____, authorize the above *Employment Reference Form* to be provided to my previous employer(s) and/or personal references by Wharton County Junior College to access information about my prior job performance and/or provide character references.

Applicant Signature: _____ Date: _____

THE WCJC HUMAN RESOURCES DEPARTMENT WILL CONTACT PREVIOUS EMPLOYERS FOR THE INFORMATION BELOW.

| | |
|-----------------------|--|
| Name of Organization: | |
| Dates of Employment: | Position Held: |
| Reasons for Leaving: | Eligible for Rehire: () Yes () No If no, why? |

The above named applicant has applied for a position with Wharton County Junior College. Please place an "X" in the allotted space indicating your evaluation of the applicant. Key: (5) Clearly Outstanding, (4) Exceeds Expectations, (3) Meets Expectations (2) Below Expectations, (1) Unsatisfactory, (0) Unknown.

| | 5 | 4 | 3 | 2 | 1 | 0 | Comments: |
|--|---|---|---|---|---|---|-----------|
| <u>Ability to Express Thoughts:</u> Communicates in a clear, concise, forceful manner; chooses words skillfully; organizes ideas effectively. | | | | | | | |
| <u>Dependability:</u> Has a good attendance record; punctual; successfully meets deadlines. | | | | | | | |
| <u>Rapport With Peers:</u> Works in harmony with others as a team member. | | | | | | | |
| <u>Response to Supervision:</u> Accepts suggestions willingly; profits from help; adjusts to new and changing situations. | | | | | | | |
| <u>Management of Students (If Applicable):</u> Maintains positive classroom climate; effective teaching skills. | | | | | | | |

What is your relationship to this applicant? () Supervisor () Co-worker () Business Associate () Friend
How long have you known this applicant? _____ yrs.

If you were the applicant's supervisor, would you: () Employ again () Consider () Not consider for employment

Do you know of any reason this applicant should not be employed in education? () Yes () No
If yes, please explain:

Use back of form for any additional comments regarding employment of this applicant.

| | | |
|--|---|-------|
| Employer's or Personal Reference Signature: | Employer's Position or Relationship: | Date: |
|--|---|-------|