



**Education Service Center**  
**Region 19**  
 El Paso & Hudspeth Counties

Boeing Office Human Resources  
 6611 Boeing Drive  
 El Paso, Texas 79925-1010  
 (915) 780-5017  
 Fax: (915) 780-6583

MPC/Head Start Human Resources  
 11670 Chito Samaniego  
 El Paso, Texas 79936  
 (915) 790-4724, 790-4720, 790-4607  
 Fax: (915) 591-1730

# Reference Form

Applicant should complete this area and mail out to each reference (3 employment-2 personal)

\_\_\_\_\_ Reference Name  
 \_\_\_\_\_ Reference Company  
 \_\_\_\_\_ Mailing Address  
 \_\_\_\_\_ City, State, Zip

I have submitted your name as a professional reference in applying with ESC-19 at MPC/Head Start Boeing Dr. Office

Applied for Position(s): \_\_\_\_\_

Applicant's Printed Name \_\_\_\_\_ Date \_\_\_\_\_ Last 4 digits of SS# \_\_\_\_\_

**REMAINDER OF PAGE IS FOR PERSON COMPLETING THE REFERENCE INFORMATION**

**RATING:** EE - ENDORSE WITH ENTHUSIASM NE - Do NOT ENDORSE E - Endorse  
 EC - ENDORSE WITH CONFIDENCE U - UNABLE TO EVALUATE

FACTORS	EE	EC	E	NE	U
To plan, identify, and use resources					
To prioritize and perform a variety of concurrent tasks					
To assimilate, analyze, and organize information					
To follow-through on responsibilities and assignments					
To resolve problems					
To lead, direct and relate with co-workers					
Technical ability with reference to position stated above					
Oral and written communications					
Tact when dealing with the public					
Attendance and punctuality					
Appearance and manner					
Creativity and originality					
Emotional stability and poise					
Flexibility					
Maturity and judgment					
Sensitivity to the needs and feelings of others					

Person Completing Reference: \_\_\_\_\_  
Please Print

Would you rehire the applicant?  yes  no

Would this applicant be suited for this position?  yes  no

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Relation to Applicant:  
 Personal Reference  
 Employment Reference  
 Supervisor (past or present)  
 Co-worker (past or present)

How long have you known the applicant? \_\_\_\_\_  
 In what capacity? \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

**After completing reference form please forward to the Human Resources office (shown above).**