



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 (SS-HR-F004.0)

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 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 - E NDORSE WITH ENTHUSIASM NE - D o NOT E NDORSE E - Endorse
 EC - E NDORSE WITH CONFIDENCE U - U NABLE TO E VALUATE

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).