### WRITTEN REQUEST FOR A REFERENCE

**CONFIDENTIAL**

TO THE APPLICANT: Reference checks are a part of Lamar Institute of Technology’s hiring Policy. Your signature in the space below indicates your permission for the release of information concerning your employment history and/or background.

<table>
<thead>
<tr>
<th>Applicant’s Name (please print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

*Do not complete any other information on this form*

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**Position Applied For:** ___________________________________________  
**Position Number:** _______________

**Type of Reference checked:**  
- □ Professional  
- □ Former Employer

**Name & Title of Reference Contacted:**  
__________________________________________

**Company Name of Reference (if applicable)**  
__________________________________________  
**Date:** ____________

**Name of Person Completing this Reference Check:**  
__________________________________________  
(Please Print)  
**Date:** ____________  
(Signature)

**Hiring Manager or Search Committee Chair:**  
(If different than person completing the Reference Check)  
__________________________________________  
(Signature)  
**Date:** ____________

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<table>
<thead>
<tr>
<th>Leadership</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to Communicate Orally</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Ability to Communicate in Writing</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Judgment (Ability to Think Logically)</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Work Habits (Accuracy, Promptness, Initiative, Reliability)</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Work Performance in Classroom or on the Job</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Ability to get Along with Others</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**Would you employ or re-employ this individual?**  
Yes or No  
(circle one)

**If no, why would you not re-employ?**  
____________________________________________________________________________________________

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Lamar Institute of Technology is an Equal Opportunity/Affirmative Action Employer  
Revised 03-10-2011