

PROFESSIONAL REFERENCE REQUEST

Dear:

I am applying for a position as _____
in the public school system of Clarksville-Montgomery County, Tennessee. I would like you to evaluate my past performance in comparison with others you have known in a like position. Your reactions to the items on the reverse side will assist the school system in appraising my qualifications and in completing my application. I would appreciate your prompt attention to this request.

The State of Tennessee is an open public records state. The reference form that I am sending you is therefore designated as NON CONFIDENTIAL. It is open to public inspection once it is filed with an application for employment.

When you have completed the Professional Reference Request on the reverse side, please fax or mail to:

Fax #: 931-648-5612 (Attention Certified Applications)

Certified Applications
Clarksville Montgomery County School System
621 Gracey Ave
Clarksville, TN 37040

Please remember to include the applicant's name on the reference form.

Thank you very much,

Signature of Applicant

Print Name

