

**EMPLOYMENT  
REFERENCE REQUEST**  
(CLASSIFIED STAFF APPLICATIONS)

Dear \_\_\_\_\_:

I am applying for a position as \_\_\_\_\_ in the public school system of Clarksville-Montgomery County, Tennessee. I would like you to evaluate your knowledge of my abilities listed on the reverse side of this page. Your reactions to the items on the reverse side will assist the school system in appraising my qualifications and in completing my application.

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.

Please be sure your reference evaluation is complete and as accurate as possible. You may also receive a telephone call for further verification or other reference information needed.

- **THE ATTACHED REFERENCE FORM IS TO BE SENT TO THE FOLLOWING ADDRESS:**

**Clarksville-Montgomery County School System  
Human Resources Department – Classified Staff Applications  
621 Gracey Avenue  
Clarksville, TN 37040**

**Thank you very much for your time and cooperation.**

<i>Please Print</i>			
_____ <b>Name of Applicant</b>	_____ <b>Street Address</b>		
_____ <b>City</b>	_____ <b>State</b>	_____ <b>Zip</b>	( ) _____ <b>Phone</b>

# Non - Confidential Classified Staff - Employment Reference Request

Applicant's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (    ): \_\_\_\_\_ Position(s) Applying For: \_\_\_\_\_

Are you related by blood or marriage to applicant? \_\_\_\_\_ yes \_\_\_\_\_ no

**Please Check one:**

- Current Employer
- Former Employer - Please state reason for leaving: \_\_\_\_\_  
Job duties applicant performed: \_\_\_\_\_
- Co-Worker
- Other \_\_\_\_\_

Number of years \_\_\_\_\_, months \_\_\_\_\_, known applicant

Please rate the applicant based on your observations. Do not rate areas that you have not observed. Use a (√) in the rating box below:

**Work Performance**

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

**Initiative**

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

**Reliability**

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

**Cooperation**

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

**Apparent Health**

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

**Emotional Stability**

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

**Personal Appearance**

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

If the decision were yours, would you employ/re-employ this person? \_\_\_\_\_ yes \_\_\_\_\_ no

Your Signature: \_\_\_\_\_ Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Office Use Only:**

\_\_\_ Outstanding \_\_\_ Above Average \_\_\_ Average \_\_\_ Below Average \_\_\_ Adequate \_\_\_ Below Adequate \_\_\_ Poor