



**CERTIFIED**  
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 of the items on the attached page 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, please fax or mail to:  
Fax: 931-648-5612 (Attention Certified Applications)

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

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

Thank you very much,

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name