



**CLASSIFIED**

EMPLOYMENT REFERENCE REQUEST NON-CONFIDENTIAL

**Professional Relationship**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_

Are you related to the applicant by blood or marriage?  Yes  No

\*References from relatives **CANNOT** be accepted\*

Please select one:

- Current Supervisor
  Former Supervisor  
 Co-Worker
  other: \_\_\_\_\_

How long have you known the applicant?

From		To		Length	
Month	Year	Month	Year	Month	Year

If current/former supervisor, please state the applicant's job duties: \_\_\_\_\_

If a former employee, please state reason for leaving: \_\_\_\_\_

QUALIFICATION CHARACTERISTICS (please rate applicant based on your observations)	Superior Excels	Good Capable	Acceptable Adequate	Less than Adequate	Unknown
Work Performance					
Initiative					
Reliability					
Team Work					
Work Ethic					
Organizational/Time Management					
Professional Presentation					
Loyalty/Dedication					
Confidentiality					
Flexible/Adaptable					

Comments: \_\_\_\_\_

Please indicate an overall rating based on the above characteristics:

- Superior/Excels
  Good/Capable
  Adequate/Acceptable
  Less than adequate

If the decision were yours, would you employ/re-employ this person?  Yes  No

\_\_\_\_\_  
Print Name Signature Date

\_\_\_\_\_  
Company Position

\_\_\_\_\_  
Address Phone

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**Employment 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 using the attached reference form. Your reactions to the items on the attached page will assist the school system in evaluating 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.

When you have completed the Employment Reference Request, please fax or mail to:  
Fax: 931-648-5612 (Attention Classified Applications)

Classified Applications – Human Resources Department  
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