

**CLASSIFIED****EMPLOYMENT REFERENCE REQUEST NON-CONFIDENTIAL (CLS-F004)****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/Manager☐ Former Supervisor/Manager☐ Co-Worker☐ other: \_\_\_\_\_**How long have you known the applicant?**

From		To		Length
Month	Year	Month	Year	

**If current/former supervisor, please state the applicant's job duties:** \_\_\_\_\_**If a former employee, please state reason for leaving:** \_\_\_\_\_

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

Additional 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 (Required) \_\_\_\_\_

Date \_\_\_\_\_

Company (Where you worked with applicant) \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**CLASSIFIED**  
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 email, fax or mail to:

[jacklyn.winegarden@cmcoss.net](mailto:jacklyn.winegarden@cmcoss.net)

Fax: 931- 920-9839

Jacklyn Winegarden, Classified Employment  
Representative – Applications & Transfers 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