



CLASSIFIED

EMPLOYMENT REFERENCE REQUEST NON-CONFIDENTIAL (CLS-F004)

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

☐ Current or Former Co-Worker

☐ other: _____

If applicable, WHERE did you work with the applicant (please provide company/school name): _____

If applicable, WHEN did you work with the applicant (approximate dates): _____

What position and responsibilities did the applicant hold: _____

This person's separation from employment was (please circle one): Voluntary, Involuntary, Still Employed, N/A

QUALIFICATION CHARACTERISTICS (please rate applicant based on your observations)	Superior Excels	Good Capable	Acceptable Adequate	Less than Adequate	Unknown
Response to Supervision					
Attendance					
Dependability					
Willingness to Assume Responsibility					
Ability to Follow Instructions					
Quality of Work					

Strong Points: _____

Weak Points: _____

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

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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 email, fax or mail to:

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