

Lauderdale County Department of Education

PROFESSIONAL REFERENCE REQUEST

Dear _____:

I am applying for a position as _____
with the Lauderdale County School System of Ripley and Halls, Tennessee. I would like you to evaluate my past performance in comparison with others you have known in a like position. Your reactions to the items on the next page will assist the Lauderdale County School System in appraising my qualifications and in completing my application. I would appreciate your prompt attention to this request.

When you have completed the Professional Reference Request on the next page, please mail it to:

Supervisor of Human Resources
Lauderdale County Department of Education
P.O. Box 350
Ripley, Tennessee 38063

You may be assured that your evaluation of me to the Lauderdale County School System will be treated confidentially and used in a professional manner. Thank you very much for your assistance.

(Signature of Applicant)

(Date)

Reference Evaluation for _____ (Applicant Name)

I, _____, give permission for this
(Signature of Applicant)
information to be kept in a confidential file by the Lauderdale County School System for their use only.

A. I have known the applicant for: _____ (Period of Time)

B. I have known the applicant in what capacity: _____

C. General Questions (Please Circle Response)

1. Have you seen the applicant teach? YES NO
2. To your knowledge has he/she ever failed to be reappointed to a previous teaching position? YES NO NOT APPLICABLE
3. Could he/she remain in his/her current teaching position?
YES NO NOT APPLICABLE

If no, why not? _____

4. If he/she were applying to you for a similar position, would you hire him/her? YES NO YES, WITH RESERVATIONS

5. If applicant was a former employee, please state reason for his/her leaving: _____

D. Please evaluate the applicant in the following areas that you have knowledge of by checking the appropriate box for each of the following traits by using the following scale:

1 -Don't Know 2 -Below Average 3 -Average 4 -Above Average 5 -Excellent

	1	2	3	4	5
Character					
General Appearance					
Health					
Understanding of Children					
Interest in Children					
Cooperation					
Grammar Usage					
Attendance					
Tact					
Leadership Qualities					
Loyalty					
Knowledge of Subject					
Classroom Control					
Enthusiasm for Teaching					
Attention to Detail					
General Overall Rating					

Signature of Person Supplying Information: _____

Position Held by Supplier of Information: _____

Date: _____ Phone Number: _____