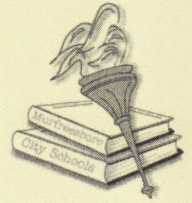


MURFREESBORO CITY SCHOOLS

CONFIDENTIAL REFERENCE FORM



Please Return To:

Human Resources
 Murfreesboro City Schools
 2552 South Church Street
 Murfreesboro, TN 37127
 www.cityschools.net

Name of Applicant _____

Applying for Position as _____

The person named has applied for a position in the Murfreesboro City School System and has listed you as a reference. Your evaluation will be a service to this office, the applicant and the children in our system.

Please complete this section and submit as soon as possible. Please check in the appropriate column the factors about which you have adequate knowledge. Rate the applicant in relation to all employees or individuals you have known and/or supervised.

QUALITIES	SUPERIOR TOP 5%	ABOVE AVERAGE NEXT 20%	AVERAGE MIDDLE 50%	BELOW AVERAGE LOWER 20%	NOT OBSERVED
Exhibits positive attitude					
Exhibits tact and self-control					
Exhibits initiative					
Demonstrates industry and effort					
Uses appropriate verbal communication skills					
Uses appropriate written communication skills					
Demonstrates competency in subject matter					
Demonstrates effective teaching strategies					
Relates to students in an appropriate manner					
Completes assigned tasks promptly and accurately					
Maintains appropriate classroom management and discipline					
Cooperates with school officials					
Cooperates with faculty and other staff					
Overall evaluation					

Describe applicant's attendance and punctuality record _____

What is/was your association with applicant? Supervisor _____ Other _____

Organization Name and Location _____

My title when I supervised applicant was: _____

Would you hire this applicant to work with or near your child or other children? Yes _____ No _____

General remarks or additional comments regarding points of strength or areas for improvement:

 Title _____ Print or Type Name _____ Telephone Number _____

 Street Address _____ City & State _____ Zip Code _____

 Signature _____ Date _____

(Please use reverse side of this form or attach additional pages if necessary)