

Hamblen County DOE  
210 East Morris Blvd.  
Morristown, TN 37813

To The Referencing Individual: Please Check one of the following:

I waive my right of confidentiality on this document  
 All information contained on this document must remain  
confidential and may not be released to the applicant.

### **EMPLOYMENT REFERENCE FORM**

To the referencing individual: The below named individual is applying for a position with Hamblen County Department of Education. Your answers and comments to the questions below and ratings on the categories listed on the reverse side of this form are appreciated. Please mail this form directly to Hamblen County DOE attention, Personnel or fax to 423-586-7760.

APPLICANTS FULL NAME \_\_\_\_\_

APPLICANTS ADDRESS \_\_\_\_\_

POSITION APPLYING FOR \_\_\_\_\_

### **NARRATIVE COMMENTS**

1. For how long and in what capacity have you known this candidate?

2. To your knowledge, has this applicant ever failed to be re-elected, been dismissed, or asked to resign? If "YES" please explain.

3. Is there any reason this applicant would be undesirable as an employee with Hamblen County Schools. If "YES" please explain.

4. If you were in a position to employ this applicant, would you do so?

5. Please state any general remarks to assist us in evaluating the suitability of this applicant for employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name Printed \_\_\_\_\_ Email \_\_\_\_\_

Official Position \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Company, Institution or School System \_\_\_\_\_

Please circle the appropriate number according to the following scale.

Rating scale: 4 = Exemplary, 3 = Above Average, 2 = Satisfactory, 1 = Marginal, 0 = No Opportunity to Observe

**JOB PERFORMANCE**

Skill and knowledge

- 1. Oral/written communication
- 2. Technology/computer expertise
- 3. Evidence of professional growth/development
- 4. Decision-making skills

Personal Factors

- 1. Responsibility
- 2. Common Sense
- 3. Dependability
- 4. Promptness
- 5. Enthusiasm
- 6. Tact
- 7. Initiative
- 8. Staff Relationship
- 9. Attendance
- 10. Self control
- 11. Willingness to accept criticism
- 12. Ability to work without close supervision
- 13. Ability to work with others
- 14. Loyalty and cooperation
- 15. Voice quality
- 16. Character (general conduct, ethics, morals)
- 17. Personality
- 18. Personal appearance (dress, grooming)
- 19. Health and physical energy
- 20. Overall attitude

4	3	2	1	0
4	3	2	1	0
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