



Robertson County Schools

Attn: Human Resources, P. O. Box 130, 2121 Woodland Street, Springfield, TN 37172
Phone: 615-384-5588 Fax: 615-384-9749

TEACHER REFERENCE FORM

TO: _____
Name (Reference)

Street _____ City _____ State _____ Zip _____

FROM: _____
Name (Applicant)

Street _____ City _____ State _____ Zip _____

I have applied for a position with Robertson County Schools and have been asked to provide references. Please complete the section below and mail it to: Robertson County Schools, Human Resources, 2121 Woodland Street, Springfield, TN 37172. DO NOT RETURN TO APPLICANT.

Your prompt response will be greatly appreciated since providing a reference is a critical part of the employment process. Comments will not be revealed to me as I have waived my rights to such a review.

Signature of Applicant _____ Date _____

Please give your confidential appraisal of applicant's qualifications as observed by you in college training, teaching, and / or other work experience. Check those items which apply to you. Any statements you make on this form will be held in strict confidence by this office. Thank you for your courtesy and cooperation.

0=No Opportunity to Observe 1=Unsatisfactory 2=Below Average 3=Average 4=Above Average 5=Outstanding

- Personal Appearance: Dress, Grooming, Impression 0-1-2-3-4-5
- Effective Communication..... 0-1-2-3-4-5
- Competency in Major Field..... 0-1-2-3-4-5
- Student-Teacher Relations: Respect, Understanding, Cooperation 0-1-2-3-4-5
- Ability to relate with School Officials and Peers 0-1-2-3-4-5
- Participation in Total School Program: PTA, Volunteering 0-1-2-3-4-5
- Participation in Activities Beneficial to School / Community Life..... 0-1-2-3-4-5
- Promptness, Neatness and Accuracy with Records and Reports 0-1-2-3-4-5
- Teaching Skills: Stimulation of Interest and Effort; Use of Teaching Strategies 0-1-2-3-4-5
- Discipline of Students 0-1-2-3-4-5
- Classroom Management (students, aides, volunteers) 0-1-2-3-4-5
- Attendance 0-1-2-3-4-5
- Overall Job Performance..... 0-1-2-3-4-5

How long have you known the applicant? _____

Would you hire / rehire the above applicant as a teacher? Yes _____ No _____ Please explain. _____

I have personally completed this form and I am returning it by mail without revealing its contents to the applicant.

Date: _____ Signature: _____ Title: _____ Phone: _____

Robertson County Schools does not discriminate because of gender, color, race, age, national origin, pregnancy, ancestry, marital status, veteran status, disability, handicap, religion, creed, or citizenship status. Robertson County Schools is a Tennessee Drug-Free Workplace.