

FRANKLIN INDEPENDENT SCHOOL DISTRICT

Box 909, Franklin, Texas 77856
 PHONE: (979) 828-1900 FAX: (979) 828-1910

REFERENCE RELEASE FORM

APPLICANT:

CLEARLY PRINT THE NAME AND ADDRESS OF A PREVIOUS SUPERVISOR. IT MUST BE LEGIBLE FOR MAILING.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FOR YOUR CONVENIENCE, WE HAVE ENCLOSED A SELF-ADDRESSED ENVELOPE. PLEASE COMPLETE THE FORM AND RETURN TO FRANKLIN ISD (NOT THE APPLICANT).

REQUEST FOR REFERENCE

I have applied for the position of: _____
 in the Franklin I.S.D. In requesting this reference, I do hereby release those furnishing information from any liability for damage of any nature as a result of furnishing such information and do hereby agree that this reference will not be shared with me

 (Print Name)

 (Signature of Applicant)

DATE: _____

APPRAISAL OF APPLICANT'S QUALITIES IN REFERENCE TO THE POSITION APPLIED FOR

(This information is confidential and will be held in strict confidence.)

| | OUTSTANDING | STRONG | AVERAGE | FAIR | POOR | NO OCCASION TO OBSERVE |
|--|-------------|--------|---------|------|------|------------------------|
| TEACHING EFFECTIVENESS | | | | | | |
| ATTITUDE TOWARD CHILDREN Recognizes needs | | | | | | |
| WORK HABITS | | | | | | |
| PERSONALITY Wholesome, Pleasing | | | | | | |
| EVIDENCE OF BEING UP TO DATE PROFESSIONALLY | | | | | | |
| INTELLECTUAL CAPACITY Alert, Response | | | | | | |
| EMOTIONAL STABILITY Self-Control | | | | | | |
| SOCIAL QUALITIES Evidence of social maturity | | | | | | |
| ADAPTABILITY TO JOB ASSIGNMENT | | | | | | |
| PUBLIC RELATIONS | | | | | | |
| USE OF ENGLISH IN WRITING, SPEECH, AND CONVERSATION | | | | | | |

1. What is your relationship to this applicant: College Professor Superintendent Principal Other
2. Between what dates have you known the applicant's work? From: _____ to _____
3. What position did the applicant occupy and at what school or organization? _____
4. If applicant were applying to you for this position would you Employ without looking further Consider strongly, but look at additional applicants Not consider for employment.
5. Telephone number where you can be reached for reference: Work _____ Home: _____

 SIGNATURE

 DATE

 POSITION

PLEASE FEEL FREE TO ADD ADDITIONAL COMMENTS ON THE NEXT PAGE OF THIS FORM.

Comments:

Please return to: **Personnel Department**
Franklin Independent School District
Box 909
Franklin, TX 77856

OR

FAX: 979-828-1910

Please make a copy for each reference to fill out.