

# 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.*