

**COCKE COUNTY SCHOOLS  
EMPLOYEE REFERENCE FORM**

Applicant's Name

NOTE: Write your name as it appears on your Social Security card.

Last

First

Middle/Maiden

I am an applicant for a position in the Cocke County School System and have given your name as a reference. Your prompt attention to the completion of this form will be greatly appreciated. This response is confidential. I hereby waive my right of access to this reference:

Applicant's Signature

Date

Area(s) of Certification

TO THE REFERENCING INDIVIDUAL: Please respond to each of the areas below and give your candid opinion of the applicant's qualifications. This information will remain confidential. We would also welcome your narrative comments on the back. **Place this completed form in an envelope and mail to the following address:**

**Cocke County Board of Education  
ATTN: MELANIE ESLINGER  
305 Hedrick Drive  
Newport, TN 37821**

**Please sign and complete information under signature line on back of paper - even if you choose not to complete the narrative section.**

Please check the level at which the applicant consistently performs.	Superior 6	Well Above Expectations 5	Above Expectations 4	At Expectations 3	Below Expectations 2	Unsatisfactory 1
1. Character (general conduct, ethics, morals)						
2. Personal Appearance (dress, grooming)						
3. Health & physical energy						
4. Personality						
5. Attendance						
6. Tact						
7. Self-control						
8. Common Sense						
9. Enthusiasm						
10. Willingness to accept criticism						
11. Ability to work without close supervision						
12. Ability to work closely with others						
13. Dependability						
14. Promptness & thoroughness						
15. Overall attitude						
16. Loyalty & cooperation						
17. Communication skills (oral)						
18. Decision-making skills						
19. Scholarship						
20. Initiative						
21. Use of technology						
22. Management of instructional time						
23. Management of student behavior						
24. Monitoring of student performance						
25. Provision for feedback to students						
26. Evidence of planning, use of resources						
27. Interaction with students						
28. Interaction with co-workers						
29. Assumption of non-instructional duties						
30. Oral presentation skills						
31. Evidence of professional growth						
32. Enthusiasm for teaching						

(continue on reverse)

Opportunities for observing the candidate:

Do you know of anything that would cause the candidate to be unfit for this position? No \_\_\_\_\_ Yes \_\_\_\_\_  
(If yes, please explain)

To your knowledge, has this applicant ever been subject to any disciplinary action or asked to resign? No \_\_\_\_\_ Yes \_\_\_\_\_  
(If yes, please explain)

If you were personally responsible, would you recommend the employment of this applicant? No \_\_\_\_\_ Yes \_\_\_\_\_  
(If no, please explain)

Additional Comments:

Signature \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Position \_\_\_\_\_

Company/School \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number

Date