

**MOUNT ENTERPRISE INDEPENDENT SCHOOL DISTRICT**  
**301 W. 3<sup>RD</sup> ST. N.**  
**MOUNT ENTERPRISE, TEXAS 75681**  
**PHONE: (903) 822-3575 FAX: (903) 822-3633**  
**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 \_\_\_\_\_

PLEASE FOLD, STAPLE AND RETURN TO MT. ENTERPRISE ISD  
 (NOT THE APPLICANT.) THANK YOU FOR YOUR ASSISTANCE

**REQUEST FOR REFERENCE:**

I have applied for the position of:

\_\_\_\_\_ in the Mt. Enterprise ISD. 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)

**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. How long have you known the applicant? \_\_\_\_\_
3. Reason applicant is leaving this present position \_\_\_\_\_
4. If applicant were applying to you for this position would you employ him/her? \_\_\_\_\_
5. Telephone number where you can be reached for reference: Work \_\_\_\_\_ Home \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

POSITION \_\_\_\_\_

**PLEASE PRINT (3) COPIES. COMPLETE THE TOP SECTIONS ASKING FOR REFERENCE NAME, ADDRESS, ETC AND "THE REQUEST FOR REFERENCE" BOX.**