

TO: \_\_\_\_\_

Name of Reference

**PLEASE RETURN PROMPTLY TO:**

Troup County Schools  
Personnel Office  
P. O. Box 1228  
LaGrange, Georgia 30241

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

I have submitted an application for a position as \_\_\_\_\_  
in the Troup County School System. Please check the appropriate columns below and mail this form at your earliest  
convenience.

\_\_\_\_\_  
(Applicant's Last Name)

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Middle Name)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**CONFIDENTIAL INFORMATION**

	Excellent	Good	Average	Below Average	Poor	Comments
<b>PERSONALITY (Radiant, Wholesome, Enthusiastic)</b>						
<b>ATTENDANCE PUNCTUALITY</b>						
<b>COOPERATION (With Administration, Faculty)</b>						
<b>DISCIPLINE (Ability to Control Pupils)</b>						
<b>SELF-CONTROL &amp; POISE (Emotionally Mature)</b>						
<b>AMBITION (Works at Capacity)</b>						
<b>LOYALTY &amp; RELIABILITY</b>						
<b>COMMON SENSE</b>						
<b>ADAPTABILITY TO NEW IDEAS</b>						
<b>PROFESSIONALISM</b>						
<b>PLANNING &amp; USE OF TIME</b>						

If you had an opening in your school for a similar position, would you employ this person? Yes \_\_\_\_\_ No \_\_\_\_\_

In what capacity and for how long have you known this person? \_\_\_\_\_

Comments: \_\_\_\_\_  
(Please use back of sheet for any additional comments)

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_