



Williamson County Schools

1320 WEST MAIN STREET • FRANKLIN, TN 37064

APPLICANT REFERENCE CHECK FORM

The applicant listed below has been recommended for a position with WCS. Please complete the form below to the best of your knowledge. Please return this form to the requester. Thank you for your time.

Applicant's Legal Name

School Site or Location Being Recommended

Reference Full Name

Reference Employer & Job Title

Your relationship to the applicant

How long have you known the applicant?

On a scale of 1 to 10, with 10 being the highest, rate the questions below:

Effectively completed job duties

Ability to collaborate with others

Quality of work

Dependability/Attendance

Answer the questions below or answer N/A if unable to answer the question.

Has the applicant received any oral/written warning, disciplinary action, or non-renewal?

If yes, please explain. _____

What are the applicant's greatest strengths? _____

What are the applicant's greatest weakness? _____

What was the applicant's documented reason for leaving the organization?

Please explain. _____

Would you rehire or retain this person?

If no, please explain _____

Additional information you would like for us to know? _____

Signature of Person Completing Reference

Date Completed