

# MONTESSORI COUNTRY SCHOOL

P.O. Box 272, Herndon, VA 20172-0272, 703-437-8285



## EMPLOYMENT REFERENCE REQUEST

To: \_\_\_\_\_  
(Name of Reference)

\_\_\_\_\_  
(Organization)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Email Address)

Re: \_\_\_\_\_  
(Applicant's Name)

I **DO** waive the right to review this reference

I **DO NOT** waive the right to review this reference

I, \_\_\_\_\_, authorize any and all of my former employers and other  
(Applicant's Name)  
persons knowing me, to provide any and all information about me that Montessori Country School (MCS) may determine to be relevant to consider me as a potential MCS employee.

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

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

*The applicant should complete and sign this top section and turn the entire form to Montessori Country School along with your Application. MCS will then contact your reference and ask him/her to fill out the remainder of the form.*

The above-referenced individual has submitted an application for employment to Montessori Country School and has listed you as a reference. He / She is applying for the following position:

\_\_\_\_\_

We would appreciate your honest evaluation of the applicant's ability to perform the duties of this position.

1. How many years have you known this person? \_\_\_\_\_

2. Has this person ever been in your employ?  YES  NO

If yes, dates of employment \_\_\_\_\_ Salary/rate per hour \_\_\_\_\_

Job title and brief description \_\_\_\_\_

\_\_\_\_\_

3. Would you rehire?  YES  NO

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have not employed applicant, how do you know him/her? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

