



EXPERIENCE VERIFICATION FORM - REFERENCE TENNESSEE BOARD OF EXAMINERS FOR LAND SURVEYORS

INSTRUCTIONS

All experience must be progressive and served under a practicing Land Surveyor. Applicants must have their experience verified and sealed by the licensed Land Surveyor. Each change of position or employer must be listed on a separate Character Reference Form and verified with an original signature. Complete Sections A and B, sign and date, then forward form to the licensed land surveyor or individual authorized to practice land surveying. Each position must be listed on a separate Character Reference Form and verified with an original signature. Photocopies of this form should be made as needed.

Applicant:

Experience Verifier:

The Board solicits your assistance in determining this candidate's character, reputation, general ability, and the extent of the applicant's responsibility in land surveying work. Please complete Sections C and D, sign, date, seal, and forward via email to land.surveyors@tn.gov. Copies may also be mailed to: Tennessee Board of Examiners for Land Surveyors, 500 James Robertson Parkway, Nashville, TN, 37243.

Section A. (to be completed by Applicant)

1. Applicant's Name _____
First Middle Last Generation (Sr, Jr, III)
2. Mailing Address _____
City, State, Zip Code _____
3. Employer (experience verified on this form) _____
4. Employer's Address _____
City, State, Zip Code _____
5. Supervisor's Name _____

Section B. (to be completed by Applicant)

This section is a restatement for verification of the most recent experience listed in the application form. Describe in detail, using specific project examples, your duties under each title with a specific time frame for each. Also indicate your level of responsibility for each title you have held. Please use a separate Experience Verification Form for each job title or employer. Attach additional sheet(s) if there is not enough space below.

Position/Title	From	To	Part Time? Less than 35 hrs/wk Yes ☐ No ☐
	MO/YR	MO/YR	Avg. part-time hrs/wk?
EXPERIENCE DESCRIBED			
Length of time spent in this position		Number of Years	Number of Months
Applicant's Signature		Date	

Section C. (to be completed by the Land Surveyor in responsible charge)

Under the Rules of Professional Conduct, it is your primary obligation as a licensee to protect the safety, health, and welfare of the public. Pursuant to that duty and responsibility, you are being asked to provide confidential information as to the minimum competence of the individual applying for licensure identified in Section A above, and to verify the experience claimed in Section B to the best of your knowledge and understanding.

1. Land Surveyor's Name _____
First Middle Last Generation (Sr, Jr, III)
2. Land Surveyor's Job Title _____
3. Land Surveyor's license information:
State(s) License No. Yr. Initial License Granted

4. What is your personal and/or business relationship to the applicant? _____
5. Would you entrust the applicant with responsibility for an important land surveying project involving the welfare and safety of the public? _____
6. Using the interpretations below, how do you rate the practice and quality of performance of the applicant's land surveying work? _____

INTERPRETATIONS:

Above Average: Performance unquestionably of a professional level demonstrating thorough competence and creative ability.
Average: Work not distinguished in content, but indicating, under some supervision, the ability to protect life, health, and property.
Below Average: Performance needs careful checking and rather close supervision to meet requirements.
Unsatisfactory: Work of poor quality, not up to minimum professional standards. Requires review and revision by associates or supervisors before execution. Is inadequate for "the purpose of safeguarding life, health, and property."

Job Functions:	Above Average	Average	Below Average	Unsatisfactory
Field Duties	☐	☐	☐	☐
Professional Integrity	☐	☐	☐	☐
Leadership Skills	☐	☐	☐	☐
Communication Skills	☐	☐	☐	☐
Planning & Preparation Skills	☐	☐	☐	☐

Section D. (to be completed by Land Surveyor in responsible charge)

During this time, were you a licensed land surveyor and did you supervise the applicant? Yes ☐ No ☐

To the best of your knowledge, did the applicant correctly describe his/her experience in Section B? If no, please provide an explanation on a separate sheet(s). Yes ☐ No ☐

Based on your opinion of the current knowledge, skills, and capability of the applicant, do you recommend him/her for licensure at this time? Yes ☐ No ☐

Land Surveyor's Signature _____

Place Seal Here

Date _____