

## Three Written Character References Required



As an applicant for employment at West Valley Gymnastics School, it is your responsibility to supply **three written character references** which **must be on file before the hiring process can be completed.**

### **Enclosed:**

1. Three reference forms
2. Three Business Return Envelopes, postage paid by the Company

### **Seek your references from the following:**

1. Former/Current Supervisors
2. Teachers/School Administrators/Coaches
3. Clergy
4. Community/Business Leaders
5. Friends/Family\*

### **Please deliver references to the West Valley Gymnastics School Hiring Department** by one of the following methods:

1. U.S. Mail to : West Valley Gymnastics School, Attention: Amy Gargano  
1190 Dell Ave, Unit I, Campbell, CA 95008
2. E-mail: [wvgs@wvgs.com](mailto:wvgs@wvgs.com)
3. Fax: (408) 866-4960
4. Hand deliver by applicant to West Valley Gymnastics School in a sealed envelope with author's signature over envelope flap.

\* Less objective references such as friends or family are considered but may not hold as much weight as more objective sources such as supervisors or teachers.

\*\* To assure confidentiality, phone (408) 374-8692 before faxing, please.