



**This letter is in reference to \_\_\_\_\_, who recently applied for employment at West Valley Gymnastics School.**

West Valley Gymnastics School employees work with and around children often in an unsupervised environment. Therefore, in order to be considered for employment at West Valley Gymnastics School, all applicants are required to supply **three written character references** to help our Company accurately assess each applicant's suitability for employment. You are requested to please complete and return this form to the address listed below. Time is of the essence. **Confidentiality assured.**

**Thank you for your thoughtful assistance,**

**Amy Gargano**  
**West Valley Gymnastics School Directors**  
E-mail: wvgs@wvgs.com  
Phone: (408) 374-8692 x300  
Fax: (408) 866-4960  
West Valley Gymnastics School  
1190 Dell Ave Unit I  
Campbell, California 95008

1) How long have you known the applicant? \_\_\_\_\_

2) Describe your association/relationship with the applicant? (friend, coworker, relative, etc.)  
\_\_\_\_\_

3) Do you have any reason to suspect that the applicant is not suited to work with or around children of any age in an unsupervised environment?      **YES**   **NO**    If yes, please explain:

4) To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or any violent crimes?    **YES**   **NO**

5) To the best of your knowledge, has this person ever been dismissed or been asked to resign from a position because of failure to carry out responsibilities?    **YES**   **NO**

6) Please summarize your opinion of this applicant's character in particular their suitability to work with or around children. Continue on reverse side if necessary. **Confidentiality assured:**

**Name (print):** \_\_\_\_\_

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

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

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_