

## 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

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

1. Former/Current Supervisors
2. Teachers/School Administrators/Coaches
3. Clergy
4. Community/Business Leaders
5. People for whom you baby-sit
6. 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: Jennifer Beck, 1190 Dell Ave, Unit I, Campbell, CA 95008
2. E-mail: [jbeck@wvgs.com](mailto:jbeck@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.



**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,**

**Jennifer Beck**

**West Valley Gymnastics School General Manager**

E-mail: [jbeck@wvgs.com](mailto:jbeck@wvgs.com)

Phone: (408) 374-8692 x305

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