

## **THREE OR MORE WRITTEN CHARACTER REFERENCES REQUIRED**



Hello!

In an effort to hire only the very best, The Children's Gym requires you to supply at least THREE character references which attest to your suitability for employment. Please instruct your References to use OUR reference sheets, which can be found on the following page.

Seek your references from the following sources:

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\*
7. Other

Please deliver references to the The Children's Gym by one of the following methods:

1. U.S. Mail to:
  - The Children's Gym
  - Attn: Andrea Lawrence
  - 1625 NE Sandy Blvd
  - Portland, OR 97232
2. E-mail: [hirethecharacter@childrensgym.com](mailto:hirethecharacter@childrensgym.com)
3. Hand delivery by applicant to The Children's Gym 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.

This letter is in reference to \_\_\_\_\_, who recently applied for employment at The Children's Gym.

Children's Gym employees work with and around children, often in an unsupervised environment. To be considered for employment at The Children's Gym, all applicants are required to supply at least **three written character references** to help our Company accurately assess each applicant's suitability for employment. We would greatly appreciate it if you would please take the time to complete and return this form to the address listed below. **Time is of the essence** as the applicants employment process cannot be completed until all references letters are reviewed. **Confidentiality assured.**

Thank you for your thoughtful assistance,  
Andrea Lawrence

The Children's Gym  
1625 NE Sandy Blvd  
Portland, OR 97232

E-mail: hirethecharacter@childrensgym.com  
Phone: 503-249-5867

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

2) What is your association/relationship with the applicant? \_\_\_\_\_

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 the applicant ever been fired/dismissed/terminated 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. **Confidentiality assured:**

(Please continue on reverse side)

Signature

Date

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_