

## Three Written Character References Required

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

### **Enclosed:**

1. Four reference forms. You may make photo copies if more are needed.

### **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, or have in the recent past
6. Friends/Family\*
7. Other

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

### **Please deliver references to the J&R Gymnastics Human Resources Department by one of the following methods:**

1. U. S. Mail to: J&R Gymnastics  
Attn: Robin Jeffers  
1437 S. Walnut Ave.  
New Braunfels, TX 78130
2. Email to [robin@jandrgymnastics.com](mailto:robin@jandrgymnastics.com)
3. Hand delivery by applicant to any J&R Gymnastics location in a sealed envelope with the author's signature over the envelope flap.

# J&R Gymnastics

This letter is in reference to \_\_\_\_\_, who recently applied for employment at J&R Gymnastics.

J&R Gymnastics employees work with and around children often in an unsupervised environment. Therefore, in order to be considered for employment at J&R Gymnastics, all applicants are required to supply three written character references to help our company assess each applicant's suitability for employment. You are requested to please complete and return this form to the address listed below. Applicant has been supplied with postage paid envelopes for this purpose. Time is of the essence. **Confidentiality assured.**

Thank you for your thoughtful assistance.

**Robin Jeffers**  
**J&R Gymnastics Human Resource Department Leader**  
E-mail: [robin@jandrgymnastics.com](mailto:robin@jandrgymnastics.com)  
Phone: (830) 606-0375  
J&R Gymnastics  
1437 S. Walnut Ave.  
New Braunfels, TX 78130

1. How long have you know the applicant? \_\_\_\_\_
2. Describe your association/relationship with the applicant. (friend, co-worker, 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 or had a child removed from their home. **YES NO**
5. To the best of your knowledge, has the applicant 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 and around children. Continue on reverse side if necessary. **Confidentiality assured.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

Phone and/or e-mail address: \_\_\_\_\_

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