



## Written Character Reference Instructions

As an applicant for employment at Stardust Gym, it is your responsibility to supply three or more written character references which must be on file before the hiring process can be completed.

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 your baby-sit/work with children for
6. Friends, family\*
7. Other

Please deliver references to the Stardust Gym Human Resources Department by one of the following methods:

1. U.S. Mail to: Stardust Gym, Attn: Scott Dube 612 Plymouth St., Unit 3, East Bridgewater, MA 02333
2. Email: [scott@metrosouthgymnastics.com](mailto:scott@metrosouthgymnastics.com)
3. Hand delivery by applicant to Stardust Gym in a sealed envelope with author's signature over the envelop 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, etc.

This letter is in reference to \_\_\_\_\_, who recently applied for employment at Stardust Gym. Stardust employees work with and around children. Therefore, in order to be considered for employment, all applicants are required to supply at least three written character references to help our company accurately assess each applicant's suitability for employment.

Please complete and return this form to the address listed below. Time is of the essence as the applicant's employment process cannot be completed until all references are reviewed.  
Confidentiality assured.



Thank you for your thoughtful assistance,  
Scott Dube  
Stardust Gym Human Resources  
Email: scott@metrosouthgymnastics.com  
Phone: 781-562-0560  
Stardust Gym  
Attn: Scott Dube  
612 Plymouth St. Unit 3  
East Bridgewater, MA 02333

- 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 any children of all ages 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 has a child removed from their home? 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 our responsibilities? YES NO
- 6) Please summarize your opinion of this applicant's character, in particular noting their suitability to work with or around children. Confidentiality assured: (please continue on back as needed)

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

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

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

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

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