



HORIZON COMPLEX
 Gymnastics • Dance • Cheerleading • Karate

LETTER OF REFERENCE

This letter is in reference to _____ and his or her recent application for position as _____ at Horizon Complex.

Applicants for employment at Horizon Complex are requested to supply three references, which attest to the applicant's suitability for employment at this facility. These references must be on file before the hiring process can begin. The person applying for the position above has given us your name as a reference on their application for employment with our facility. Please complete and return this form to our address listed below as soon as possible. All information received will be kept confidential.

Thank you for your assistance,

Crystal Brink, Manager
 Horizon Complex
 6462 Center Industrial Drive
 Jenison, MI 49428
 Email: contact@thehorizoncomplex.com
 Phone: 616-669-7722

1. How long have you known the applicant? _____
2. What is the nature of your association with this applicant? (friend, employee, etc.) _____

3. Do you have any reason to suspect that the applicant is not suited to work with children in an unsupervised environment? Yes _____ or No _____
4. To the best of your knowledge, has the applicant ever been convicted of or pled guilty to child abuse or any violent crimes or had a child removed from their home. Yes _____ or No _____
5. To the best of your knowledge, has the applicant ever been dismissed or been asked to resign from a position because of inability to carry out work responsibilities? Yes _____ or No _____

Please summarize your opinion of this applicant's character and their suitability to work with or around children.

Signature _____ Date _____

Name (*printed*) _____ Phone _____

Address _____ City _____ Zip _____