

Three or More Written Character References Required



Hello!

In an effort to hire only the very best, *Kids First* 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 Kids First Human Resource Department by one of the following methods:

1. U.S. Mail to:
Kids First Sports Center
Attn: Emilie Fleming
7900 East Kemper Rd.
Cincinnati, OH 45249
2. E-mail: hirethecharacter@kidsfirstsports.com
3. Fax: 513-489-9761**
4. Hand delivery by applicant to Kids First 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 513-489-7575 before faxing, please call.*

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This letter is in reference to _____, who recently applied for employment at Kids First Sports Center.

Kids First employees work with and around children, often in an unsupervised environment. To be considered for employment at *Kids First Sports Center*, 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,
Emilie Fleming
Kids First Human Resource Department**

Kids First Sports Center
7900 E. Kemper Rd
Cincinnati, Ohio 45249

E-mail: hirethecharacter@kidsfirstsports.com
Phone: 513-489-7575
Fax: 489-9761

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 or had a child removed from their home pursuant to Section 2151.353 of the Ohio Revised Code? **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: _____

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