



**K2 ACADEMY / EXPLORERS LEARNING CENTER**

15255 North Eldridge Parkway

Cypress, TX 77429

Phone: 281-655-7272

As an applicant for employment with K2, you are required to provide a minimum of three written character references. These references must be received and on file before the hiring process can be completed.

References should be obtained from individuals such as:

- Former or current supervisors
- Teachers, school administrators, or coaches
- Clergy members
- Community or business leaders
- Individuals for whom you have provided childcare services
- Friends or family members\*
- Other relevant contacts

Please submit your references to K2 using one of the following methods:

1. Complete the Online Reference Form by selecting the “Online Reference Link” on our website.
2. Mail to:  
K2 Academy  
15255 North Eldridge Parkway  
Cypress, TX 77429
3. Email to: [jmorris@k2academy.com](mailto:jmorris@k2academy.com)  
(please include the applicant’s name in the subject line).
4. Deliver in person in a sealed envelope with the applicant’s name written across the envelope flap.

\*Please note that references from friends or family members may be considered; however, they typically carry less weight than references from professional or academic sources such as supervisors or teachers.

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**CHARACTER REFERENCE FORM**

**Applicant Name:** \_\_\_\_\_

**Purpose of Reference:** This form is submitted in support of the above-named applicant, who has applied for employment with K2 Academy/Explorer’s Learning Center. Due to the nature of our services, employees regularly work with and around children, sometimes in unsupervised settings. As part of our hiring process, we require character references to help assess each applicant’s suitability for employment. Your timely completion of this form is greatly appreciated. All responses will remain strictly confidential.

Describe your association/relationship with the applicant? (friend, coworker, relative, etc.)	How long have you known the applicant?
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 <input type="checkbox"/> NO <input type="checkbox"/> If yes, please explain:	
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 Texas statutes? YES <input type="checkbox"/> NO <input type="checkbox"/>	
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 <input type="checkbox"/> NO <input type="checkbox"/>	
Please summarize your opinion of this applicant's character in particular their suitability to work with or around children. Continue on reverse side if necessary. Confidentiality assured:	
<b>Please Answer the Following Questions by Ranking the Individual on a scale of 1 – 5.</b> <b>1 = Poor                                      3 = Average                                      5 = Excellent</b>	
How would you rank this person in timeliness?	
How would you rank this person in displaying leadership?	
How would you rank this person in seeking out new responsibility?	
How would you rank this person’s overall attitude and demeanor?	
How would you rank this person’s overall performance?	
Is the person’s dress appropriate for the occasion?	

Signature:	Date:
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