

Employee Referral Form

To be eligible for the employee referral bonus, staff should complete the following candidate referral form.

Referring staff: _____

Name of candidate: _____

Candidate's address: _____

City/State/Zip: _____

Telephone number: _____

Position: _____

Date form Submitted: _____

Please be sure that you fill in all the spaces above and submit to the administrative office with a copy of the candidate's resume, if possible. Please note the referral form must be received before the candidate is hired.

If the individual you refer is hired and remains at the agency for at least three months you will receive the bonus in the amount of \$500.00. You must also be actively employed at that time.