

Date: _____

Employee Name: _____

Department: _____ Phone: _____

Name of Candidate: _____

Phone: _____ Email: _____

Position Referred for: _____

Department: _____

Relationship to Employee (friend, family member, referred by 3rd party, or other):

I have read and understand [Company Name]'s Employee Referral Policy. I understand that if the candidate I referred is hired as a result of my referral, I will receive a bonus within two weeks of the date the individual completes six months of employment with [Company Name].

Employee Signature: _____ Date: _____

Attach the candidate's resume or completed employment application.