

Bonus Employee Referral Form

Employee Section

Date: _____

Employee Name: _____

Unit/Department: _____ Phone: _____

Name of Applicant/Candidate: _____

Phone: _____ Email: _____

Position Referred for: _____

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

The referral is submitted prior to the referred employee commencing employment. For payout, both employee and referring employee must be employed and actively working.

As a result of my referral, I understand that if the candidate I referred is hired I will receive:

\$700 for full-time employee after the new employee has worked 90 working days.

\$500 for casual employee after the new employee has worked 200 working hours.

Employee Signature: _____ Date: _____

Please forward the completed form to HR.

HR Section

Received Date: _____

Confirm referred employee has successfully completed their 90 working days or 200 hours.

HR Signature: _____ Date: _____

Payroll Section

Date received: _____ Bonus Amount \$ _____

Bonus payment paid on payroll ending: _____

Intracompany charged to: _____ Completed by: _____

