

## Employee Referral Program

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Building: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Candidate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position Referred for: \_\_\_\_\_

Relationship to Employee (friend, family member, other): \_\_\_\_\_

\_\_\_ I understand that if the candidate I referred is hired as a result of my referral, I will receive a \$500.00 bonus within 4 weeks of the date the individual completes 90 days of employment with MCESC.

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To be completed by Human Resources Department

Employee Name: \_\_\_\_\_ Candidate Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ 90 Days: \_\_\_\_\_

Payment of \$500 due to employee on: \_\_\_\_\_