



CCCS Employee Referral Bonus Form 23-24 School Year

Chester Community Charter School (CCCS) takes great pride in its recruitment and selection process—a process which resulted in you joining our organization. Our past history indicates that one of the best sources for candidates is often our existing employees. Thus, as part of our recruitment and selection process, we have implemented an employee referral program. All employees are eligible to receive a referral bonus. Below are a few rules to keep in mind:

1. Human Resource Department employees, administration and managers to whom a candidate will report or is involved in the hiring decision are excluded from receiving referral bonuses.
2. In the event that the same candidate is referred by more than one employee, the candidate will determine who made the referral.
3. The referral bonus does not apply to employees who are re-hired.
4. The referral bonus is a one-time payment for the 23-24 school year and is not a part of your annual salary.
5. All referral bonus forms must be completed before a candidate is initially interviewed.

Any questions or needed clarification should be directed to:

Janelle Trigg, HR Director
Human Resources Department at jtrigg@chestercommunitycharter.org
Phone: 610-447-0400 Option 5

If you have a candidate in mind for referral, please complete this form and forward to Human Resources.

Employee Information	
Name	
Position	
Location	
Phone	
Relationship to Candidate	
Candidate Information	
Candidate's Name	
Candidate's Phone	
Candidate's Email	
Please check position (one only) for which candidate is being referred:	
<input type="checkbox"/> Special Education Teacher certified in the State of PA \$2000 <ul style="list-style-type: none"> ○ After the first 90 days of continuous employment of the referred candidate you will receive \$1,000.00 for your staff referral. If the certified teacher remains employed until the end of the school year an additional \$1,000.00 will be paid to you at the last payroll check in June 2024. 	
<input type="checkbox"/> Regular Education Teacher certified in the State of PA \$1000 <ul style="list-style-type: none"> ○ After 90 days of continuous employment of the referred candidate, you will receive \$500.00 for your staff referral. If the certified teacher remains employed until the end of the school year an additional \$500.00 will be paid to you at the last payroll check in June 2024. 	
Employee Signature	
Employee Signature Date	
Please return this form to Human Resources Department	

Human Resources Use Only	
HR Authorization Signature/Date	
Payroll Authorization Signature/Date	