



Return Completed Referral Form to the Human Resource Department

Allied Services is an Equal Opportunity Employer
Employee Referral Form

Today's Date: _____

Name: _____ Employee Number: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Division: _____ Position: _____

Name of person referred: _____

What position: _____ Their phone number: _____

How do you know this person? _____

What makes this person caring enough to work at Allied? _____

How long have you known this person? _____

- Any employee that refers must complete the referral form and send to the Human Resources Department within one month of the newly hired employee start date.
Must be for a position/division that is currently offering a bonus.
Only one referral bonus can be given per new hire.
An employee is eligible for a referral award only when external candidates are referred.
Rehires are eligible, provided they have not worked as an employee of Allied Services for at least one year.
Employees/Supervisors involved in the hiring decision for a particular position are not eligible for referral bonus for that position.
Candidates that are referred must complete corporate orientation.
Referral bonus is paid according to position, see recruiter for details.
Call-in or per diem status employee that is referred must complete 200 hours within their first six months of employment in order for the referring employee to be eligible to receive the second half of bonus.
Both referring and referred employee must be actively employed within Allied Services at the time the bonus is awarded.

Human Resources Only

Date of Hire: _____ Division: _____ Position: _____

Employee Number: _____ PPE Due Date: _____ Amount of Referral Bonus: _____