

Employee Referral Form

Today's Date: _____

Name: _____ Employee Number: _____

Address: _____ City: _____ State: _____ Zip: _____

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

Date of Hire: _____ 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? _____

Must be for a position/division that is currently offering a bonus.

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.

Only one referral bonus can be given per new hire. If a new hire is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired.

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. Half of the Referral Bonus will be paid in the referring employees next full pay period ending. Then after six months of the referred candidates employment the second half will be paid in the next full pay period ending. Exception: Bonus under the value of \$250.00 will be paid in full after the candidate completes 90 days of employment. The referring employee will receive the bonus in their pay check. The bonus will be subject to taxes.

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: _____