


Human Resources	Document No. HR08-016-1	Revision Level: 1	
	Description: EMPLOYEE REFERRAL BONUS FORM		

For proper credit and consideration, this form must be completed and submitted to Human Resources before your referral submits a resume and/or completes an application for employment with the Companies.

Please reference Procedure 5.0 on Employee Referral Bonus Policy

Employee Information:

Name:		Date Submitted:	
Department:		Clock Number:	
Name of Applicant:			
Position:			
	(Must meet qualifications of open position.)		

For HR Use Only:

Start Date:		Position:	
Department:			
Accepted <input type="checkbox"/>	Denied <input type="checkbox"/>	Reason:	
HR Representative Signature:			
Installment One Amount Due:		Date:	
Installment Two Amount Due:		Date:	

For Payroll Use Only:

Installment One Date Paid:		Initials:	
Installment Two Date Paid:		Initials:	