



### Candidate Referral Form

Date: \_\_\_\_\_

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

Company Location: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

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

Relationship to Employee (friend, family member, referred by 3<sup>rd</sup> party, or other):

\_\_\_\_\_

I have read and understand Modern Litho's Employee Referral Policy. I understand that if the candidate I referred is hired as a result of my referral, I will receive a \$250 bonus after the candidate has successfully completed their 90 day probationary period, and an additional \$750 bonus payable after they have completed a year of continuous service at Modern Litho.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Attach the candidate's resume or completed employment application.*

Internal Use only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

*HR Representative*