



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 3rd 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