



## Employee Referral Form

---

### Procedures and Requirements

- The referring employee must attach the candidate's **resume** to this form and submit these documents to their manager. Referrals will not be accepted if a resume or application has been submitted directly by the applicant or by an outside agency.
- The referring employee will be advised of the outcome of the referral.
- Referral bonuses will be subject to all applicable federal and provincial taxes.

### Employee Referral Bonus Structure

- \$500 for all positions. \$250 will be paid once the referred employee is hired and \$250 will be paid after they have been continuously employed for 6 months.

Referred By		
Employee:		Date:
Branch:	Position:	

Referral Details	
Name of Candidate:	Position Applied for/Branch:
Telephone:	Email:

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

Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_

---

*For Human Resources/Payroll Use:*

Authorization for Bonus Payment		
Name:	Signature:	Date: