



Return Completed Referral Form to the Human Resource Department

Allied Services is an Equal Opportunity Employer

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: