



EMPLOYEE REFERRAL PROGRAM

\$100 AWARD PAID FOR EMPLOYEE REFERRALS

To qualify for the Employee Referral Program, this form must be completed by the employee and accompanied by the applicant's resume or application and returned to the Human Resources Department. The employee must have checked with the candidate and verified that the candidate is willing to be contacted by a Company representative. Omission of any of these items constitutes an invalid referral.

The effective date of referral is determined by the date a fully completed form is received in the Human Resources Department. When an applicant referred by an employee is hired as a regular full-time or regular part-time employee and has been employed for 90 days, the award will be processed. No referral fees will be paid for temporary employees. However, if an employee hired in a temporary slot goes on to become a regular full-time employee, a referral fee will be paid in the amount stated above.

Referral's Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____ **Work Phone:** _____

Open Position: _____ **Location:** _____

Requisition No.: _____ **Title:** _____

I recommend the Human Resources Department contact this referral with regard to career opportunities within Amitron. I have contacted the referral and he/she is available to discuss career opportunities. I understand that only approved open personnel requisitions are eligible for the Employee Referral Program.

My name may be used as a reference in making this initial contact.

Employee's Name: _____ **Employee No.** _____

Department: _____

Signature: _____ **Date:** _____ **Division:** _____