

**Sangster's** believes that its current employees are the best source of employee referrals. In this regard, all employees are invited to recommend their friends to apply for employment with our company. Referrals shall be given full consideration for an interview and/or employment if there is a suitable position vacant, if they meet the requirements of the vacancy and if their references are satisfactory.

**Sangster's** is an Equal Employment Opportunity employer. Only the most qualified applicants will be hired.

**PROCEDURES:**

- a. **Sangster's** realizes it will save time and money if its employees can refer qualified candidates to fill vacant positions within the company.
- b. Any employee who refers an applicant that is hired for a regular full-time or regular part-time position with **Sangster's** will receive a recruitment bonus of one hundred twenty dollars (\$120.00) if the applicant is employed for a minimum of six (6) months.
- c. This recruitment bonus shall be payable as follows:

One-Third	Upon hiring
One-Third	After 90 days
One-Third	At completion of the Probationary Period

- d. Employees who make referrals are requested to ask their friends to indicate the referral when they complete their Employment Application Form or submit their resume.

## Section 3: Employment Policies Employment Referrals

Policy No. 3.04

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### Application For Employment



Date of Application: \_\_\_\_\_ Date Available to Start: \_\_\_\_\_

How did you hear of this Opportunity? \_\_\_\_\_

If you were referred, please give the name of the employee that referred you: \_\_\_\_\_

#### My Availability & Job Position (Please check all that apply)

POSITION	HOURS OF AVAILABILITY							
<input type="checkbox"/> Manager		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<input type="checkbox"/> Asst. Manager	From							
<input type="checkbox"/> Full Time	To							
<input type="checkbox"/> Part time								
<input type="checkbox"/> Casual								

#### My Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Cell Phone #: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Are you legally eligible to work in Canada? Yes No

#### My Employment History

<i>Current / Most Recent Employer</i>	Can we contact this company? _____
Company: _____	Start Date: _____ End Date: _____
Supervisor: _____	Phone Number: (____) _____
Position / Duties: _____	
Reason for Leaving: _____	Start Pay: _____ Ending Pay: _____
<i>Previous Employer</i>	Can we contact this company? _____
Company: _____	Start Date: _____ End Date: _____
Supervisor: _____	Phone Number: (____) _____
Position / Duties: _____	
Reason for Leaving: _____	Start Pay: _____ Ending Pay: _____

#### Education & Activities

Please Specify the level of education completed: \_\_\_\_\_

What hobbies and/or activities are you involved in? \_\_\_\_\_

#### References

Name	Occupation	Relationship	Phone Number

This form is also available at [www.Sangsters.com/media/employment\\_form.pdf](http://www.Sangsters.com/media/employment_form.pdf)