**Refer a Friend Scheme**

1. **Introduction**

Great Western Hospitals Foundation NHS Trust recognises that you, as our staff, are our most valuable resource. We are therefore looking for you to help support our recruitment process by referring people to us who possess similar high quality skills, experiences and values to join us here at the Great Western Hospital.

In order to support this the Trust is pleased to announce the reopening of the popular “Refer a Friend Scheme”. The scheme is aimed at employees who would like to recommend a friend, relative or former work colleague to work at the Trust as a Registered Nurse, if your referred candidate is successful in securing a role within the Trust you will be entitled to receive a referral payment of £500 in instalments.

1. **Which vacancies does the scheme apply to?**

The scheme is currently applicable to Band 5 Staff Nurse and Band 5 Midwives vacancies only.

This is to be reviewed at the end of the current financial year.

1. **Who can ‘Refer a Friend’?**

This scheme applies to all of the Trust’s substantive employees who have a current employment contract at the time of referral; this includes employees on fixed term contracts.

The only exceptions to the above are;

Recruiting Managers – Any individual who has influence over the recruitment decision

All staff working in the Human Resources Department

1. **Definition of a ‘Friend’**

External candidate / Friend (not employed by the Trust)

Former Trust employee (provided their employment ceased more than 12 months ago)

Family member

*\*Those currently working at the Trust via the Bank or an agency are exempt from this scheme and cannot be referred.*

1. **How do I ‘Refer a Friend’?**

To introduce a ‘friend’ to a current vacancy, you will need to complete the Refer a Friend Application Form and return it to the Recruitment Department or via email [referafriend@gwh.nhs.uk](mailto:referafriend@gwh.nhs.uk). Your ‘Friend’ will need to directly apply for the position via NHS Jobs and indicate in the ‘Supporting Information’ section that they have been introduced to the Trust by you. Your ‘Friend’ should meet the criteria for the position that has been advertised.

If you’re ‘Friend’ is appointed you will receive £500 in instalments after their start date.

1. **Are there any exceptions when the award will not apply?**

If you are involved with the recruitment process for the position that the friend has been introduced for.

If the application form is received by the Trust before the Refer a Friend Application Form has been received.

1. **How is the referral payment paid?**

The referral payment will be made in three instalments;

Stage 1 Payment: £200 when the referred candidate commences in their role

Stage 2 Payment: £150 when the referred employee completes their 6 month probationary period

Stage 3 Payment: £150 when the referred employee has been in post for a period of 12 months

*Any payment made will be paid through the Trust payroll and is subject to appropriate deduction.*

*The employee who has referred a friend must still be in current employment within the Trust to receive payments.*

*Any attempts to claim payments by employees who are not eligible under the terms of the scheme may be subject to investigation under the Trust Conduct Policy and/or by counter fraud.*

**Referral payment will not be paid under the following circumstances**

* No payment will be made if the referred candidate has already been introduced through another source; for example recruitment agency, direct application or referred by another employee.
* No payment will be made if the referred candidate fails to start in the role
* Stage 2 Payment will not be made if the refereed employee fails to complete their probationary period for any reason other than that of redundancy
* Stage 3 Payment will not be made if the referred employee leaves their position before the 12 month period
* All payments will be stopped if the employee terminates their employment with the Trust

1. **Further Information**

If you wish to discuss any aspects of the scheme please contact the Recruitment Team on 01793 604955 or [referafriend@gwh.nhs.uk](mailto:referafriend@gwh.nhs.uk)

**Refer a Friend Application Form**

(Please clearly PRINT all information, once completed please send to the Recruitment Team, Commonhead Offices, GWH or email: [referafriend@gwh.nhs.uk](mailto:referafriend@gwh.nhs.uk))

|  |  |
| --- | --- |
| **Section 1: Current Employees Details** | |
| **Name:** |  |
| **Address:** |  |
| **Contact Details:** |  |
| **Department:** |  |
| **Job Title** |  |
| **Employee Number:** |  |
| **Section 2: Prospective Employees Details** | |
| **‘Friends’ Name:** |  |
| **Contact Details:** |  |
| **How do you know them:** |  |
| **Post applied for:** |  |
| **Additional Comments:** | |

I confirm that my ‘Friend’ as named above is aware and happy to be put forward for this vacancy. I confirm the details of this application are accurate and meet the terms of the scheme.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

**Authorised by HR:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_