



Employee Referral Program

We all know it to be a fact: the best source for identifying key talent is through our own employees.

If you know of anyone who closely meets the requirements of our current job opportunities, please submit this form along with either a job application or resume to Human Resources.

When your full-time referral is hired, you will receive an employee referral bonus after the new employee has completed their introductory period (including extensions) as follows:

Part-time employees	\$ 50
Full-time employees: SCS Stores	\$100
Full-time employees: Office	\$300

This bonus is not paid to Officers or Department Managers/Supervisors directly responsible for hiring or supervising the referred staff member. This bonus is subject to tax.

DATE: _____

EMPLOYEE NAME: _____

NAME OF REFERRED APPLICANT: _____

POSITION APPLYING FOR: _____

EMPLOYEE SIGNATURE _____

NOTE: PLEASE ATTACH RESUME OR JOB APPLICATION

PERSONNEL USE ONLY

DATE OF HIRE: _____

COMPLETION OF THREE MONTH INTRODUCTORY PERIOD: _____

☐ Passed ☐ Extended _____

☐ Failed

REFERRAL BONUS CHECKS REQUEST SUBMITTED ON: _____

(Please attach approved Notification to Payroll prior to check request)

APPROVED BY: _____
(NAME & TITLE)

(SIGNATURE)

(DATE)