

Employee Referral Form

To Be Completed by Employee

Your Name:	Property Name:
Name of Applicant:	Phone Number:
Email:	Position Referred For:

I have read and understood the Employee Referral Policy. If the new hire meets the 90-day employment requirement, I will receive a bonus.

Employee Signature:	Date:
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To Be Completed by the General Manager and submitted to the HR Department one week leading up to a 90-day probation period.

Applicant was hired on:	Position(s):
Probation Period concludes on:	Any unexcused absences an/or disciplinary actions:
Referral Bonus Amount:	Payroll Period for Bonus: