**Employee Referral Form Template**

**Referral Guidelines**

1. To refer a candidate, complete and submit this form accompanied by a copy of the candidate’s resume to the human resources department.
2. Only external candidates and candidates who have not applied for a position at **[Company]** within the last 12 months can be referred.
3. Referrals can only be made for job openings that have been posted.
4. The referral bonus is only awarded after the candidate has been employed at **[Company]** and completed their probation period.
5. If more than one employee refers the same candidate, only the first referral is eligible for the referral bonus.
6. Directors, human resources employees, and employees involved in the hiring process are not eligible for the referral bonus.

**Employee Information**

Employee Name:

Email address:

Date:

Department:

Phone number:

**Referral Information**

Candidate Name:

Email address:

Position referred for:

Phone number:

Job reference code:

**For Human Resources Use Only**

Date received:

Hire date:

Bonus awarded: