## **Employee Referral Form**

### Applicant Information

Candidate Name

Address

City State Zip Code

Telephone Number ( ) -

Alternate Telephone Number ( ) -

Areas of Interest

Job Title/Location for Which Individual Is Referred

(attach candidate’s résumé, if available)

### Referring Employee Information

Employee Name

Employee Number

Job Title Department

Telephone Number ( ) - E-mail Address

Employee Signature Date / /

### Management Use Only

Received by Date Received / /

The above candidate was:

* Considered for current openings but not hired at this time.
* Hired by on / / as a

(department) (position)

A referral bonus of INR , less withholding taxes, should be paid to

(referring employee)

on / / .

Approval Signature Date / /