**Employee Referral Form** [Template] **[Company Name]**

**Referral Guidelines**

1. Please fill this form completely and submit it in order to refer an employee of great potential. Send a copy of the prospective’s candidate application and/or resume to the Company’s Human Resource Department.
2. Referring an external candidate makes you eligible for achieving the referral award.
3. Upon the hiring of your referred candidate for the job, you will successfully earn a referral award of amount $ \_\_\_\_\_\_\_\_\_\_\_\_ when the newly hired candidate would complete his 90 days of service for the Company.
4. For a single candidate, there is one referral award only. If a single candidate is referred by more than one employee then the first referral received would be eligible for the referral award, in case if the candidate is hired.
5. Employees who are a part of hiring decision for a particular post are not eligible for getting any referral award.

**Employee Information**

Employee Name: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Referral Information**

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[mention the name of referred person]

Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[mention ID of reffered candidate]

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Referred For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why the referred candidate should qualify for this position?

Yours Truly, Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_