



# CITY OF 5 @ 5 BM EMPLOYEE REFERRAL FORM

We Make It Easy!

1. To refer a potential employee for an eligible position, please complete this form and submit it to the P\* { æ Å Ü•[ ~ !&• D^] æq ^} in person or by email to dbarber@aaa ~\* æ\* ov.
2. Once the applicant successfully completes all phases of the examination and background process, and has been appointed to the designated position, you will be eligible to receive the first referral bonus.
3. Once the applicant has successfully completed 6 months of continuous employment (12 months for Police Officers), you will receive the second referral bonus.

## ► Your Information

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## ► Referral Information

Candidate Name: \_\_\_\_\_

Position: \_\_\_\_\_ Job Code: \_\_\_\_\_

## ► Select a BONUS!

### 1<sup>st</sup> Referral Bonus upon hire:

☐ \$250 ☐ 16 Hours of Vacation Time

### 2<sup>nd</sup> Referral Bonus upon referral's successful completion of 6 months or 12 months of employment:

☐ \$250 ☐ 16 Hours of Vacation Time



## ► Your Signature

By signing below you agree to the terms and conditions of the Employee Referral Program outlined at the top of this page. For more information, please call Donna Barber, Human Resources Manager at 229-302-1548.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ► The Rules

Only one employee referral per candidate will be eligible for the bonus, based on the first referral received by the P\* { æ Å Ü•[ ~ !&• D^] æq ^}.

**The following are ineligible for a referral bonus:** Temporary Ä•[ ] ^} [ ] æ Å Ü•[ ~ !&• D^] æq ^} of past city employees, or contractors, and !&~ æ ^} æ Å Ü•[ ~ !&• D^] æq ^} Part-time recurrent positions are not eligible for a referral æ ^} •. Ä Å Ö ] [ ~ ^• Ä @ Ä• Ä ^] æ æ ä Ä { ] [ ^ { ^} Ä [ ~ Ä Ä ä ä Ä Ä [ ] ~ •• Ä [ Ä ^ Ä æ ä Ä Ä Ä Ä Ä] æ æ } Ä

## For <i a Ub FYgci fWg Use — Status of Applicant:

<input type="checkbox"/> Payment #1 (\$250 or 16 Hours of Vacation) _____ Human Resources Manager Date Hire Date: _____	<input type="checkbox"/> Payment #2 (\$250 or 16 Hours of Vacation) _____ Human Resources Manager Date 6 Month Date: _____
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