

Employee Referral Program

RiverSpring Living

To be eligible for the **Employee Referral Program (E.R.P.)**, you must complete this form and attach the candidate's current resume and present it to the Human Resources Office for review towards the positions which are designated as Employee Referral positions.

Once this completed form is received in Human Resources, it will be date stamped and reviewed to ensure it meets eligibility requirements. A copy of this form will be returned to you for your records.

If the candidate you refer is hired for a designated Employee Referral position, you will receive the applicable cash award, less taxes, upon the due dates noted on the E.R.P. flyer which is in effect at the time you submit this form.

This referral will be valid for six (6) months from the date it is submitted to Human Resources. If you would like to resubmit this candidate's resume at the expiration of the six (6) months, you may do so following the steps outlined above at that time.

To Be Completed By Employee: Date: _____

Employee's Name (Print): _____ Title & Dept: _____

Employee's Signature: _____

Name of Candidate Referred (Print): _____

Title of Position Applying For: _____

Resume must be attached.

Date submitted to the Human Resources Dept.: _____