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# Employee Referral Form

## Complete and Fax to HQ

### Referral Guidelines (Program available to current employees only)

1. To refer a potential employee, please complete this form and return it, along with a copy of the prospective candidate's resume, application, or both, to the Human Resource department.
2. You are eligible for a referral award only when you refer external candidates.
3. If the candidate you refer is hired, you will receive a referral award of \$500.00 after the new employee has passed GAF Elk certification, turned in 2 jobs and worked for RCAL for 90 days.
4. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.
5. Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired.

### Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

### Referral Information

Candidate Name: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Position Referred For: \_\_\_\_\_

Why this candidate is qualified for this position:

### For Human Resources Use Only

Date Received: \_\_\_\_\_ Interviewed? \_\_\_\_\_  
 Hired? \_\_\_\_\_ Award Date: \_\_\_\_\_