



**Community Living-Central Huron**  
**Employee Referral Program Form**

<b>REFERRING EMPLOYEE</b>	<b>CANDIDATE</b>
<b><u>NAME:</u></b>	<b><u>NAME:</u></b>
<b><u>EMAIL:</u></b>	<b><u>EMAIL:</u></b>
<b><u>DATE SUBMITTED:</u></b>	<b><u>POSITION REFERRED FOR:</u></b>

<b>PLEASE STATE YOUR BELIEF AS TO WHY THE REFERRED CANDIDATE IS BEST QUALIFIED FOR THE AVAILABLE POSITION:</b>

<b>REFERRAL GUIDELINES AND INSTRUCTIONS</b>
<p>Please return the completed form to Human Resources (<a href="mailto:hr@clch.ca">hr@clch.ca</a>).</p> <p>A referral bonus in the total amount of \$100 will be issued if the referred candidate is hired and has successfully completed 3 months of employment with CL-CH.</p> <p>Management employees who participate on the interview committee for the referred candidate are not eligible to receive the Employee Referral Award.</p> <p>In case of duplication in a candidate being referred, the employee who first referred the candidate will be successful in receiving the Employee Referral Award; candidates referred by multiple employees will only result in one Referral Award</p>

<b>FOR HUMAN RESOURCE USE ONLY:</b>	<b>NOTES:</b>
<b><u>DATE RECEIVED:</u></b>	
<b><u>DATE CONTACTED:</u></b>	
<b><u>DATE OF INTERVIEW:</u></b>	
<b><u>DATE OF HIRE:</u></b>	
<b><u>DATE BONUS ISSUED:</u></b>	