

EMPLOYEE REFERRAL FORM

Effective April 13, 2009, all current employees (with the exception of Supervisors/Managers and Human Resources employees) are eligible for a \$125.00 referral incentive for successfully referring someone for employment at Autistic Services, Inc. The referral must be a new applicant who is recommended for employment.

After accepting the position, the referred employee must successfully complete four months of employment. The referring employee is then entitled to a referral incentive in the amount of \$125.00. The referring employee must also be actively employed at the time the referral incentive is paid out. This referral incentive will be paid through payroll as it is subject to employment taxes.

At the time of application, candidates must indicate the current, referring employee on his/her Employment Application for the current employee to be eligible. Failure to include the referring employee's name on the original Employment Application will disqualify the referring employee from receiving a referral incentive.

NAME OF CURRENT EMPLOYEE:

POSITION APPLYING FOR:

NAME OF PERSON REFERRED:

SIGNATURE: _____ **DATE:** _____

FORWARD COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT

FOR PAYROLL USE ONLY

Date of hire: _____

Date of Completion of Four Months of Employment: _____

\$125.00 Referral Incentive to be paid on: _____

Pay Date
[The next scheduled pay
after completion of four
months of employment]