



# Candidate Referral Form

## Candidate Referral Form

Submit this form to Employee Services ***on or before*** the date your referred candidate completes an employment application.

Job Applying For: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_ Date Referred: \_\_\_\_\_

Referring Employee's Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Incentive Option (choose one):  \$100 (added to paycheck)  \$100 Amazon.com gift card  
 \$100 Valley Originals gift card  \$100 Apple.com gift card

*I have read and understand Cranmore's Referral Incentive Program Rules (see reverse).*

\_\_\_\_\_  
Referring Employee's Signature Date

***Submit this form to Employee Services***

**INTERNAL USE ONLY:**

To: Payroll

From: Human Resources \_\_\_\_\_

Incentive Amount: \$ \_\_\_\_\_ Charge to Account: \_\_\_\_\_

Paycheck Date for award payment: \_\_\_\_\_ *(within 30 days of hire date below)*

Referred Candidate's hire date: \_\_\_\_\_

Date entered into payroll: \_\_\_\_\_ Completed by: \_\_\_\_\_

## Referral Program Rules

### Program Rules:

- Referral Eligibility: All Cranmore employees, except Director level and above, Human Resources personnel, and supervisors with hiring authority over the referred candidates are eligible to refer candidates.
- The referral date cannot be earlier than the date the job requisition is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with Cranmore in at least 12 months. Temporary and former employees of Cranmore or Centerplate are eligible candidates for referral awards if they have not worked for Cranmore or Centerplate in any capacity (full time, part time, temporary/on-call) in the past 12 months or longer.
- To be eligible for an award, the referred candidate must submit an employment application and note the referral source (employee referral) and referring employee's name on the application. The referring employee must submit a Candidate Referral Form to Human Resources on or before the candidate's application date.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with Cranmore policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must still be employed by Cranmore during the hired candidate's first 30 days of employment in order to receive payment. (Exception will be made if the referred candidate is hired with less than 30 days left in the season, where applicable).
- Any disputes or interpretations of the program will be handled through Human Resources in conjunction with Executive Team.
- All referral incentives will be paid within 30 days after the referred employee's 1st day of employment at Cranmore. (Exception will be made if the referred candidate is hired with less than 30 days left in the season, where applicable).