



EMPLOYEE REFERRAL FORM

You can help ASSE International, a friend, and yourself by participating in the ASSE International Employee Referral Program. If you are an eligible employee, **you can earn a cash award of \$500** if you refer an external applicant who is hired to a designated open position at ASSE International.

The Employee Referral Program is open to all regularly employed staff. ASSE International temporary employees, and office staff but, not career placement personnel. Supervisory staff are not eligible when hiring in their department.

The Employee Referral Form below, or a copy of it, must be filled out completely. The applicants you refer must have this form attached to the resumes or applications that they submit to the corporate office. You cannot refer anyone who has already applied to this office for the position, anyone who already works at ASSE International, World Heritage International Student Exchange or Euarapair International, or anyone who has worked at any of these entities in the last twelve months. This includes regular and casual employee as well as employees working through temporary agencies.

The hiring department will pay you a cash award of \$500 (subject to applicable taxes) if the person you referred is hired for a position and completes six months of continuous employment. You must be employed by ASSE International at that time to collect payment.

The hiring department notes in the appropriate box on the requisition for personnel when a position is to be included in the Employee Referral Program. The department may include a position when it is first available or at a later date; however, once included, a position may not be withdrawn from the program.

In the event an applicant is referred from more than one source, the deciding factor will be the date of receipt of the referral within the corporate office. This office will inform the participating parties when such situations arise.

Date _____

Applicant's Name _____

Telephone _____ email address _____

Referred position:

Name and Title of position _____

Referred by:

Employee name _____

Title _____

Telephone _____ email address _____

Department name _____

Address _____

Signature of referring employee _____ Date signed _____

In order to be eligible for a cash award, this form must be completed, signed and attached to the original resume or application prior to submission to the corporate office.