



## Employee Referral Bonus Form

*NOTE – Only permanent positions that are scheduled to work a minimum of 20 hours weekly qualify for the referral bonus. Employers rehired within one (1) year or less after leaving the county do not qualify.*

**Date:** \_\_\_\_\_

**Employee Name (printed):** \_\_\_\_\_

**Employee Number:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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**Candidate Name (printed):** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Relationship to Employee (friend, family member, former coworker or other):**

I have read and understand Tazewell County's Employee Referral Bonus Program policy. I understand that if the candidate I referred is hired as a result of my referral, I will receive a bonus paid out in two (2) installments of \$100 for a total of \$200 (less applicable taxes). The first installment will be received on the next available payroll after the candidate hire date. The second installment will be received after 90 days of employment on the next available payroll. If employment ends for either party during this period, any remaining amount(s) are forfeited.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Attach the candidate's resume or completed employment application and turn into Human Resources.*