



Document Name	Employee Referral Reimbursement Form
Document Number	M2014f
Last revised	September 16, 2022
Purpose	To ensure employees are paid for successful referrals
Connecting Documents	M2014p
Connecting Forms	Not applicable
Connecting Systems	Not applicable

Employee Referral Reimbursement Form

To refer a friend for employment consideration and to be eligible for up to \$400.00 as a Referral Bonus, current eligible employees are asked to.

- Read the EZ STAK Referral Guidelines.
- Complete the Employee Section and the Applicant section below.
- Submit the completed form to the Human Resources Department.

Employee Section

Referring Employee's Name _____

Department Name _____

Email _____

Phone _____

Applicant Section

Applicant's name _____

Email Address _____

Phone _____

For Human Resources Use Only

Date received _____ Interviewed _____

Date of Hire _____ Location _____

Passed 90-day probation _____ Award date _____

1 year Anniversary _____ Award Date _____

