



## Employee Referral Form

Employee Name	
Position Referred for	
Date of Referral	
Name of Candidate	
Phone/E-mail	
Relationship to Employee (Friend, Family Member, etc.) <ul style="list-style-type: none"><li>• How do you know the candidate?</li><li>• How long have you known them?</li><li>• Why do you think they are a good fit for Lucas and the role?</li></ul>	
<b>To be Completed by HR</b>	
Date of Hire if Applicable	

***\*Please attach resume.***

**I understand that if the candidate I referred is hired as a direct result of my referral, I will receive a \$7,000 referral bonus to be paid as follows. The referral bonus will be paid in two (2) equal installments. The first payment of \$3,500 will occur in the payroll following the referred individual's completion of six (6) months, and the second payment of \$3,500 will be paid in the payroll following the referred individual's completion of twelve (12) months of employment with Lucas. If the payroll has already been processed for the pay cycle, the Referral Bonus will be paid in the next pay cycle. I acknowledge that, to be eligible for a payment, I must be an active employee of Lucas at the time.**

Date \_\_\_\_\_ Signature of Employee \_\_\_\_\_