



Candidate Referral Form

We want to thank you for referring excellent candidates to Jackson Companies. Qualified candidates are people who you recruited from area businesses; or friends and family who possess the skills and values Jacksons is looking for. Please Note:

- All forms must be turned into HR within 30 days of the referrals date of hire.
• Regular or walk-in customers and rehires do not count as referrals.
• Each employee must be active at the time the reports are ran for payouts.
• These forms must be completed/signed by the referring employee.

Table with 2 columns: Referring Employee and Referred Employee. Rows include Name, Employee Number, Location, and Job Title.

Referral Information

Where did you refer them from? _____

Were they a walk-in applicant for Jacksons prior to you referring them? [] Yes [] NO If yes please explain:

Why do you think this person would be a good fit for Jacksons? _____

I have read and understand the Jacksons Bonus Program Rules. I understand that any submission for the Referral Bonus Program that is not a referral as defined under the policy rules or is determined to be a false referral may be cause for disciplinary action, up to and including termination.

Referring Employee Signature

Date

Form for HUMAN RESOURCE DEPARTMENT USE ONLY with fields for Date Received, Application Verified, Referral Approved, Pay Schedule, Approved/Denied By, Verified Payment, and HR Signature.