



External Referral Form

CRO1199F

E-mail Form to Recruiter@zeltech.com

Referring Individual: Full Name	
Address:	
Telephone Number:	
Candidate's Full Name:	
Position Applying For:	

Referral bonus eligibility questions:

Do you have permission to refer the candidate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has this candidate applied online?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I believe the referred candidate is qualified for the position identified above. I understand if the candidate is hired as a result of this referral, I will be eligible for a referral bonus. I understand this referral must be made and this form completed prior to the referred candidate being interviewed and hired by the Company to be eligible for the referral bonus.

**Referring Individual
Signature:** _____

Date: _____

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Human Resources			
Date Received		Interview Date	
Offer Made	<input type="checkbox"/> Yes <input type="checkbox"/> No	Start Date	
Notice to Referring Individual	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	

Approval / Authorization for Payment	
Director of HR Signature	Date

Finance Office
<p>Referring Individual (address above) should receive payment in the amount \$500.00 for the successful hire of above named Candidate.</p> <p>Check Date:</p> <p>Project: _____ Accounts: _____</p>