



## \$100.00 REFERRAL PROGRAM

### Candidate Referral Form

#### Referral Guidelines

1. To refer a potential candidate, please complete this form and return it, along with the prospective candidate's contact information and/or resume to: Atlantic Personnel Search, Inc., 9624 Pennsylvania Avenue, Upper Marlboro, MD 20772.
2. You are eligible for a referral award only when you refer candidates **not** from an APS Client Company. Please call for clarification.
3. If the candidate you refer is hired, you will receive a **\$100.00** check as a referral award **after** the candidate has worked for **30 days**.
4. Persons involved in the hiring decision for a particular company and position are not eligible for referral awards for that company.
5. Only one referral award can be given per candidate. If a candidate is referred by more than one person, the first referral received will be the one rewarded if the candidate is hired.
6. The candidate must have a minimum of 1 year restaurant management experience in addition to being a reliable, reputable employee.

#### Your Information

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Recruited by: \_\_\_\_\_ Company: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

#### Referral Information

Candidate Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Position/Company: \_\_\_\_\_

#### For APS Use Only

Date Received: \_\_\_\_\_ Interviewed? \_\_\_\_\_

Hired? \_\_\_\_\_ Award Date: \_\_\_\_\_