

# Employee Referral Submission Form

Please fill out this form to refer a candidate for an open position. Once completed, print and submit this form to the HR Department.

---

## 1. Referrer Information (Your Details)

Employee Full Name:	<input type="text"/>
Employee ID:	<input type="text"/>
Job Title:	<input type="text"/>
Department:	<input type="text"/>
Work Email:	<input type="text"/>
Phone Number:	<input type="text"/>
Relationship to Candidate:	<input type="text"/>

---

## 2. Candidate Information

Candidate Full Name:	<input type="text"/>
Referred Position / Job Title:	<input type="text"/>
Department for Referral:	<input type="text"/>
Candidate Email Address:	<input type="text"/>
Candidate Phone Number:	<input type="text"/>
Candidate Resume/Portfolio URL:	<input type="text"/>

---

## 3. Referral Justification

Describe why you are recommending this candidate, including key skills and past achievements:

<input type="text"/>
<input type="text"/>
<input type="text"/>

---

## 4. Acknowledgement and Signatures

By signing below, I confirm that I personally know this candidate and recommend them for employment based on their professional capabilities.

Employee Signature:  Date (MM/DD/YYYY):

### For HR Office Use Only:

HR Representative Signature:	<input type="text"/>	Date Received:	<input type="text"/>
Referral Status:	<input type="text"/>	Bonus Eligibility:	<input type="text"/>