



## Employee Referral Form

### Caribbean Collectibles Creations' Employee Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_  
Street Apt# City State Zip

Phone (\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_) \_\_\_\_\_

Employee e-Mail \_\_\_\_\_ Employee ID # \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

### Referred Candidate's Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_  
Street Apt# City State Zip

Phone (\_\_\_\_) \_\_\_\_\_ Sex Male ☐ Female ☐

Job Title \_\_\_\_\_

Department \_\_\_\_\_

### Human Resources Department

Accepted by: Last Name \_\_\_\_\_ First Name \_\_\_\_\_

\_\_\_\_\_  
Signature Date

### EMPLOYEE REFERRAL PROGRAM

If you know someone who would be a good candidate, fill out the above Employee Referral Form and return the completed form to Human Resources. The form should be completed prior to or at the same time as the applicant completes his/her application. You must be the first to submit this referral. If your candidate is hired for a position currently approved for this program at the time of hire, you will receive the bonus.

#### Plan Information.

The bonus shall be paid out as follows: \$100. following the new hires 30-day employment; \$100. following the new hires 60 day employment; \$100. following the new hires 90-day employment pending a satisfactory permanent placement within Caribbean Collectibles Creations. You must be an active employee of Caribbean Collectibles Creations to receive the bonus at the time of the new hire 30-, 60- and 90-days employment respectively. The payment is grossed for federal taxes.

A bonus will not be paid for referring any applicant currently employed by any Caribbean Collectibles Creations facility. Payment of the referral bonus for a person previously employed by any Caribbean Collectibles Creations facility may be made if the individual has a one-year break in service and is eligible for re-employment. The bonus will not be paid for recruitment through employment agencies.

**Caribbean Collectibles Creations reserves the right to cancel this bonus policy with or without notice.**