



Employee Referral Form

Date: _____

Employee Name: _____

Position at Adler: _____

Candidate Name: _____

Phone #: _____ **Email:** _____

Position referred for: _____

Relationship to employee (friend, family member, referred by 3rd party, other):

I have read and understand the Adler Arts Center's employee referral policy. I understand that if the candidate I referred is hired as a result of my referral, I will receive my first \$500 bonus on the next scheduled payroll after the date of the initial hiring, the second \$500 bonus after 6 months of employment, and the third \$500 bonus after 2 years of employment.

Employee Signature: _____ **Date:** _____