

## Employee Referral Form

### Referrer Information

- Name: \_\_\_\_\_
- Job Title: \_\_\_\_\_
- Department: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

### Candidate Information

- Name: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Current Job Title (if applicable): \_\_\_\_\_

### Position Referred For

- Job Title: \_\_\_\_\_
- Department: \_\_\_\_\_

**Referral Justification** Please provide a brief explanation of why you believe this candidate is a good fit for the role:

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### Additional Information (Optional)

- How do you know the candidate? \_\_\_\_\_
- Has the candidate applied to our company before? (Yes/No) \_\_\_\_\_
- Any additional comments: \_\_\_\_\_

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**Submission Instructions** Please submit this form along with the candidate's resume to the HR department via email or notify HR of the candidate's application through the company's applicant portal.



**HR Use Only**

- Date Received: \_\_\_\_\_
- Received By: \_\_\_\_\_
- Notes: \_\_\_\_\_

Thank you for your referral!

