



Referral Bonus Program – Application Form

(Please print)

Referring Employee Name: _____

Referred Employee Name: _____

Guidelines

Referring employee will receive a \$50.00 bonus if the following the qualifications are met:

- Eligible referrals must be new applicants who have never worked through U.S. Staffing Agency or a returning employee that has not been on an assignment through U.S. Staffing Agency in the past 12 months from the date of referral.
- The referred employee must have perfect attendance for their first full week of the assignment and the employee who referred must both be on assignment to receive the bonus.
 - Bonus is forfeited if either or both end their assignment prior to the first full week of the assignment.
 - The referring employee is still eligible for the Referral Bonus if they are hired in by the company assigned to.
- The bonus will be paid on the next weekly payroll check once all criteria has been met.
 - Bonus is subject to deductions for taxes and other withholdings that are required by law.
- The referral program is subject to change at the discretion of U.S. Staffing Agency.
- All information regarding an employee's employment status will remain strictly confidential.
- To be eligible for a bonus the referral form must be submitted to the Branch Manager.

I agree to and understand the terms of the U.S. Staffing Agency Referral Bonus Program.

Referring Employee Signature

Date

Internal Office Use Only

Referring Employee Assignment: _____

Start date: _____

Referred Employee Assignment: _____

Start Date: _____

Eligible Date for Bonus: _____

Date Bonus Paid: _____

If bonus is not being paid, state why: _____

Branch Manager Signature: _____

Payroll Manager Signature: _____