



Staff Referral Form

Date: *dd/mm/yyyy*

Employee name and surname:

Name and surname of candidate you are referring:

Contact number of candidate:

Vacant position:

Hiring Manager:

About the Candidate

How do you know the person you are referring?

Why do you believe they will be well suited for the vacant position?

For Office Manager to Complete

Job grade of position: *intern/junior/IM/senior/urgent*

Next step: *Candidate contacted/referral rejected*

Total referral payment amount: *0/15k/20k/30k/45k*

Expected date of first payment:

Expected date of final payment: