



Employee Referral Form

Your Information (*Mandatory Info)	
Name*:	Date*:
Email*:	Phone*:

Candidate Information (*Mandatory Info)	
Name*:	
Email*:	Phone*:
Current Position:	Company:
Address:	
Proposed Position*:	
*Why do you think this candidate fits this position ?	

For HR Use Only

Date Received:	Referral Valid?:	Y / N
Date Contacted: (1 st)	Successful Reached?	Y / N
1 st Interview (Date/Staff)	2 nd Interview (Date/Staff)	
On Board Date :	End Of Probation :	
Copy Finance :	<Date>	
Bonus Details :	Approved Amount For This Vacancy HK\$	
**1 st payment (1/3)	Date:	Amount :
***2 nd payment (2/3)	Date:	Amount :

Notes : _____

****1st payment:** one-third of the applicable bonus amount within seven (7) business days from the date of issue on the Notification
*****2nd payment:** the remaining two-thirds six (6) months after the date of execution of the 1st payment provided that both the referrer and referee remain permanent employee of the Company.