**Enterprise 24x7, Inc. Referral Program Form**

**Referral Guidelines**

1. **To refer a potential employee, please complete this form and submit it to** Salesforce@e24x7inc.com **, along with a copy of the prospective candidate’s resume, application, or both. This referral form must be received before candidate is engaged as an employee.**
2. **You are eligible for a referral award only when you refer a candidate that has not been contacted by e24x7 within the last 12 months and meets eligibility requirements as noted in the current Employee Handbook.**
3. **If the candidate you refer is hired, you will be eligible to receive a referral award after the new employee has worked for e24x7 for 800 with the remaining payment when the new employee reaches 1600 hours within their first twelve (12) months of employment.**
4. **Only one referral award will be given per candidate. If more than one person refers a candidate, the first referral will be the one rewarded if the candidate is hired.**

**Submitter Information**

**Name:** Click here to enter text. **Date Submitted:** Click here to enter text.

**Contact Information:**

**Telephone Number:** Click here to enter text.

**Email Address:** Click here to enter text.

**Referral Information**

**Candidate Name:** Click here to enter text.

**Telephone Number:** Click here to enter text.

**Email Address:** Click here to enter text.

**Where is this person currently working/located?** Click here to enter text.

**How do you know this person?**

Click here to enter text.

**Describe skills and qualifications for this candidate (or attach resume):**

**For Human Resources Use Only**

**Date Received:** Click here to enter text. **Interviewed:** Click here to enter text.

**Hired:** Click here to enter text. **Award Date:** Click here to enter text.

**Referral Amount Agreed:** Click here to enter text.