



## Employee Referral Program Application

Section 1: Employee Information		
Name: (Last Name)		(First Name)
Current Position:	Department:	Location:

Section 2: Referred Candidate Information			
Name: (Last Name)		(First Name)	
Apartment or P.O. box Number:	Street Address:		City:
Province:	Postal Code:	Email Address:	Telephone: ( )
Position Referred For:		Department:	Location:
Is this individual aware that you have referred their name to Voyago? Yes <input type="checkbox"/> No <input type="checkbox"/>			
How do you know this individual? _____			
How long have you known this individual? _____			

Section 3: Signature		
<i>I am aware that this referral must participate in the normal recruitment and selection process to be considered a candidate for employment at Voyago. There is no guarantee that he/she will be the successful candidate on a particular posting or job opportunity. I am also aware that if my referral is hired and meets the criteria of a "successful hire," I will be eligible to receive a referral bonus as outlined in the Global Hiring Policy. The Company offers an Employee Referral Program open to any employee at Voyago who is actively working except Supervisors, Managers and employees working in the Human Resources department.</i>		
Signature:	Day	Month Year
	/	/

Section 4: Human Resources Department Only	
Date Received: Day / Month / Year	Did this referral result in the hiring of the above candidate?: Yes <input type="checkbox"/> No <input type="checkbox"/>
Position Hired Into:	Department:
Eligible for Payment?: Yes <input type="checkbox"/> No <input type="checkbox"/>	Authorizing Signature: