



Employee Referral Form

Referral Guidelines

1. To refer a potential employee, please complete this form and return it to Access Therapies at the following address:
5980, West 71st. Street, Suite 102, Indianapolis, IN-46278.
2. You are eligible for a referral award only when you refer external candidates and they begin working full time.
3. If the candidate you refer is hired, you will receive a referral award of \$200 per month for the next two years of continuous full time work. Each month \$200 will be paid for the previous month as long as the new employee has worked for Access Therapies full time for no less than 160 hours per month.
4. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.
5. Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired.
6. The start of this referral program will be on May 1, 2008. All other previous referrals are excluded from this program.
7. Therapists referred who are not in the US will be covered under a separate referral program. The referral bonus on this is \$ 250 after 13 weeks of full time work is completed for the next 2 years (full time work should 36-40 hours a week or 160 hours per month).
8. The referral program excludes assignments in the New York City area that include Medical offices, School Systems, Home Health, No Fault clinics and the like.

Your Information

Full Name: _____ Date: _____

E-Mail Address: _____ Telephone Number: _____

Referral Information

Candidate Full Name: _____

E-Mail Address: _____ Telephone Number: _____

Position and State Referred For: _____

For Human Resources Use Only

Date Received: _____ Interviewed? _____

Hired? _____ Award Date: _____