



A&D MORTGAGE EMPLOYEE REFERRAL FORM

Referring Employee Information:

Name: _____ Date: _____

Social Security # _____ - _____ - _____

Title/Position: _____

Work Phone: _____

Referred Candidate Information:

Name: _____ Date: _____

Social Security # _____ - _____ - _____

Title of Vacant Position: _____

The referring employee should attach the referred candidate's resume to this completed form and submit it to the HR Manager or to other designated official. Should your referral be hired by A&D Mortgage, you will be notified by A&D Mortgage management of your eligibility for the bonus based on the Employee Referral Program

FOR A&D MORTGAGE CORPORATE USE ONLY – PLEASE DO NOT WRITE BELOW

Date of Referred Candidate Hire: _____ Location/Dept: _____

Position Title: _____ Full/Part-time: _____

Salary Range for Position: _____

Date Referral Bonus Due to Referring Employee: _____

Pay Period Effective: _____

Bonus Payment Amount: _____

Approvals: _____
HR Manager

President