

SHASTA HEAD START CHILD DEVELOPMENT, INC.

375 Lake Boulevard #100 | Redding, CA | 96003

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Employee Referral Form

Shasta Head Start is looking for talented employees that share our values and mission to serve the children and families in our communities. We believe our staff are in a great position to help find job candidates. We know staff will refer individuals that are best suited for a position at Shasta Head Start.

Referral incentive bonuses will be paid for current open positions of Bus Driver, Cook Aide, Cook, Classroom Aide, Associate Teacher, Teacher, Primary Caregiver, Head Teacher, Site Supervisor, Family Worker, and Home Visitor.

You must notify the HR Department by completing and submitting this form to the HR Department (via scan, email, interdepartmental mailer, or fax) within seven days of the candidate's application. The candidate must state they have been referred by you at the time they complete their online application. Refer to SOP #7.5.3.5 Employee Referral Program for the full policy.

The candidate must be a first-time, external applicant. The candidate must meet the minimum qualifications of the position for which they applied based upon Shasta Head Start's hiring criteria. To maintain confidentiality, Shasta Head Start will not disclose any candidate information.

The referral amounts for candidates who meet the requirements are as follows: \$50 for any referred qualified candidate who completes an application, \$100 for any referred candidate who is subsequently hired, and \$850 for any referred new hire who completes 90 days of employment.

Referral bonuses will be paid out within 45 days of requirements being met. You must be employed by Shasta Head Start at time of payment to receive a referral incentive bonus.

Thank you for helping grow our agency!

By signing below, I am acknowledging I have read and understand the Employee Referral Program in its entirety, including the rules and requirements for eligibility and payment. I understand that Shasta Head Start reserves the right to change this policy at any time.

Referred Candidate's Full Name: _____

Employee Name: _____

Employee Signature: _____

Date: _____