



Employee Finder’s Fee Application

Schedule of Payment:

<u>All Agency Positions</u>	<ul style="list-style-type: none"> • At hire: \$150 • At 3 months (end of probation): \$150 • At 6 months: \$200 • At 1 year: \$1,000
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Employee Submitting the Referral:

Date of Employee Finder Fee Application	
Employee Name	
Job Title	
Program	
Employee Signature	

Referred Applicant:

Applicant	
Position Applying	
Phone Number	
Relationship to Candidate	

HR USE ONLY

Date Finder Fee Application Received:	Date Candidate Hired:
Date following 90 day Probation:	Date Six Months Complete:
Date One Year Complete:	
Date Payment 1:	Date Payment 2:
Date Payment 3:	Date Payment 4:
Notes:	