



Employee Assisted Recruitment – Applicant completes & brings to payroll signup

Current Employee Information – Person who recruited you.

Employee Name: _____ Employee Number: _____

Department: _____ Email address: _____

Phone number: _____ Date: _____

Employee signature: _____

Employee Assisted Recruitment – Applicant Form

Applicant Name: _____ Applicant Employee Number: _____

Position Hired In : _____ Department: _____

Applicant Start Date: _____ Applicant Email address: _____

Applicant Phone number: _____ Applicant Signature: _____

Note – Once this form is completed by both the employee and the referred applicant, **the applicant** must bring the completed form to Human Resources on the day they come in to do payroll sign-up with HR. Please do not submit before that day. **Employee Referral Forms will not be accepted after the applicant has completed their payroll sign-up.**

If you have any questions, feel free to reach out to Sean Lowe Credentialing Specialist at (812) 238-7654 or Email slowe@uhhg.org.

Congratulations on earning an Employee Referral Program Ambassador T-shirt! This shirt can be worn on any day, with your appropriate pants.

Please let us know the following, and we will send your shirt to you, via Inter-Departmental mail:

Shirt size: _____

Circle the color shirt that you prefer: GREY MAROON

Please specify the location/department that your shirt should be sent to: _____

To be completed by Human Resources:

Received in HR _____

Sent to Payroll _____

Bonus amount to be paid _____

30 Day Date: _____

1 Year Date: _____