Candidate Registration Form

Employee Referral Program

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| --- | --- |
|  Name & Employee ID  |  |
| Please (P) Tick the referred Candidates  |  Nurse Doctor |
| Candidate Name |  |
| Candidate Contact No  |  |
| Resume / Profile |   Attached  |

**POLICY GUIDELINES**

* + The referring employee should fill the Employee Referral Form and send /forward to HRD at **hr@childlifefoundation.org** from his/her official email address.
	+ The rewards (15000 for RNs, 30,000 for SMO & Above & 50,000 for Peads Consultant) shall be paid with the employee’s (referral person) salary after **Six (06) months.**
	+ An employee can refer up to **three (03)** qualified referrals in each category (Doctor & Nurse) in a year.
	+ A referring employee has to be an active ChildLife Foundation’s employee to qualify for the Employee Referral Program. In case of resignation by referee, he/she will not be eligible for Referral reward.
	+ In case the referred candidate(s) resigned within 6 months from the joining date, the referee will not be eligible for the referral amount.
	+ If two (2) employees referred the same candidate, only the employee who first referred the candidate will be eligible for the referral amount.
	+ Submission of the resume of the candidate should come from the referring employee’s official email address to human resources department directly to qualify.
	+ No special advantages will be given to the preferred candidate and selection process will solely be based on merit.
	+ A candidate directly approaching the HRD, will not be eligible for the referral policy.
	+ An employee referring their family members or blood relative or former ChildLife employee will not be eligible for the referral policy.
	+ If a candidate already exists in the HR database, he/she will not be covered by the policy.
	+ Management, HO and HRD is not legible for payout under this policy.