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**](mailto: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.