



1675 Shelburne Rd
South Burlington, VT 05403
Human Resources - 802-861-3471

Employee Referral Form

Candidate Name: _____

Contact Information:

- Phone: _____
- Email: _____
- Attach resume

Position Referred for: _____

Relationship to Employee: _____

Employee Acknowledgement

I have read and understand the Company's Employee Referral and Reward Policy. I understand that if the candidate I referred is hired as a result of my referral, I will receive a taxable referral bonus following 90 days of completed employment by the referred employee.

Employee Name: _____

Department: _____

Store: _____

Signature of Employee: _____

Date: _____

Please return this form and a copy of the candidate's resume to Human Resources.