



**EMPLOYEE REFERRAL BONUS
PROGRAM APPLICATION**

I am referring a candidate for employment with Vista / VPG.

I have read the program guidelines and am aware that the referral bonus will be paid in installments and that I, myself, must remain employed when the installments are paid.

I also understand that not all candidates referred will receive an interview, and not all candidates interviewed will be hired.

This referral form expires 90 days from the date of signature.

This form should be completed and routed to Human Resources, Ground Floor (Fax: 847-360-4230)

EMPLOYEE MAKING REFERRAL		
_____	_____	_____
Name (Print)	Signature	Date

	Phone #	

CANDIDATE REFERRAL INFORMATION	
_____	_____
Name (Print)	Phone #
_____	_____
Title/Job of Interest	Unit/Dept of Interest
Notes/Comments: _____	

HR Use only:	_____	_____	_____
	Start Date	Req #	FTE
\$1,500-FT/PT ----	3 mo: \$500 _____	6 mo: \$500 _____	12 mo: \$500 _____
\$750-PRN ----	3 mo: \$250 _____	6 mo: \$250 _____	12 mo: \$250 _____