

**SIGMA FINANCE EMPLOYEE REFERRAL FORM**

**Referring Employee Information:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Title/Position: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**Referred Candidate Information:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Title of Vacant Position: \_\_\_\_\_

The referring employee should attach the referred candidate's resume to this completed form and submit it to the HR Manager or to another designated official. Should your referral be hired by Sigma Finance, you will be notified by Sigma Finance management of your eligibility for the bonus based on the Employee Referral Program.

**FOR SIGMA FINANCE CORPORATE USE ONLY – PLEASE DO NOT WRITE BELOW**

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Date of Referred Candidate Hire: \_\_\_\_\_ Location/Dept: \_\_\_\_\_

Position Title: \_\_\_\_\_ Full/Part-time: \_\_\_\_\_

Salary Range for Position: \_\_\_\_\_

Date Referral Bonus Due to Referring Employee: \_\_\_\_\_

Pay Period Effective: \_\_\_\_\_

Bonus Payment Amount: \_\_\_\_\_

Approvals: \_\_\_\_\_  
HR Manager

\_\_\_\_\_  
Manager