# REFER A FRIEND SCHEME APPLICATION FORM

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| **Section 1. Current Employee Details (referrer only)** | |
| **Name of current employee (person making the referral)** |  |
| **Contact number** |  |
| **Service/Department** |  |
| **Current employee signature: I confirm the details of this application are accurate and meet the terms of the scheme.** |  |
| **Section 2. Your Friends Details** | |
| **Name** |  |
| **Address** |  |
| **Contact Number** |  |
| **Title of post** |  |
| **Vacancy reference number (found on advertisement)** |  |
| **Department** |  |
| **Prospective employee signature: I confirm the details of this application are accurate and meet the terms of the scheme.** |  |
| **Section 3. Authorisation of appointment (Office use only)** | |
| **Date of interview** |  |
| **Date of job offer as documented on the official offer letter** |  |
| **Is the job offer for a substantive/FTC/temporary post?** |  |
| **Date ‘Refer A Friend Scheme**  **Application Form’ received by HR (must be within 28 days of date of official offer letter)** |  |
| **Start date of prospective employee in post** |  |
| **Budget code** |  |
| **Approver signature** |  |
| **Approver name** |  |
| **Approver job title** |  |
| **Name and signature of appointing Manager : I confirm the offer of a substantive post as per the details above and that this candidate was**  **referred by a current member of staff** |  |

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|  | **Section 4. Authorisation of 12 months in post** (Office use only) | | |
| **Current employee in post** | |  |  |
| **Approver signature** | |  |  |
| **Approver name** | |  |  |
| **Approver job title** | |  |  |
| **Date submitted to payroll for payment to be processed** | |  |  |

**Section 1 & 2 to be completed by the referrer and the potential new employee, signed, scanned and sent to : HR@wearenugent.org or if you do not have access to a scanner please complete the form, sign and post to the HR team, Nugent, Central Office, 99 Edge Lane, Liverpool, L7 2PE.**

A copy of this form will be sent to payroll and be retained on the personal file of current and prospective employees.