



**IT'S ALL IN WHO YOU KNOW...**  
**GREATER BURLINGTON YMCA**  
**EMPLOYEE REFERRAL PROGRAM**

The Greater Burlington YMCA has established an Employee Referral Program to encourage employees to refer qualified applicants to our organization. The YMCA will pay a lump sum cash award of \$50 (net) to an employee referring an external applicant who has been successfully hired.

In order to be eligible for a cash reward this form must be completed and signed. Current employees or previous employees are not eligible for being referred. If more than one employee submits the same referral, the earliest submitted would be eligible for the award.

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

Applicant's Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Position(s) and Department(s) to which the applicant is referred to: \_\_\_\_\_

Referred By (YMCA Employee's Name): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Hired By (Department Head's Signature): \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Position filled: \_\_\_\_\_

**This form must be turned in along with the  
Personnel/Payroll Authorization Form.**