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| **External Referral Form** |

Thank you for referring your friend for a permanent position through HCA please complete the form and return to the Recruitment Consultant.

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| **Section 1 – Referring Person**  |
| Name: | Email:  |
| Company:  | Position: |

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| **Section 2 – Referred Candidate Information** |
| Name: (Family Name) (First Name) | Position Referred for: |
| Email: | Phone: |
| Is this person aware you have referred their name to HCA? [ ]  Yes [ ]  NoHave you asked this person to submit an application for the role? [ ] Yes [ ]  NoHow do you know the Referred Candidate? How long have you known the Referred Candidate?  |
| ***Please attach the candidate’s resume to this form.*** |

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| **Section 3 Bank Details for Referral**  |
| Account Name: |  |
| BSB:  |  |
| Account Number: |  |

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| **Section 3 - Signature** |
| I believe that the individual I am referring as a candidate is qualified for and interested in the position identified above. I understand that if this individual is hired as a result of this referral, I am eligible to receive $500 if the candidate is placed in the role and has completed 12 weeks employment. Signature Date  |