



## Employee Referral Bonus Program Form

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Referring Employee's Name	Referring Employee's Division and Position
Referred Applicant's Name	Referred Applicant's Division and Position ( <i>HR Use Only</i> )
Date Submitted	Briefly describe how the referred employee is known to you
"Hot Job" Eligible? (circle one)	<u>YES</u> <u>NO</u>

**Please note:** Referral Forms must be sent to your Crew Coordinator for verification.

Your Crew Coordinator will send all completed submission requests to Human Resources via e-mail to: [SWSCA-HumanResources@savannawellservicing.com](mailto:SWSCA-HumanResources@savannawellservicing.com) which must be accompanied by the referred employees' resume.

For e-mail submissions, please enter "Employee Referral - [Enter Referred Employee's Name]" in the subject line.

(For example, "Employee Referral - John Smith")

Referrals are subject to the terms and conditions of the Employee Referral Program. This policy is available on Savnet or through your HR Representative.

Any submission requests will be paid out within thirty (30) days of the referred employee completing the payment eligibility requirements.

If you may have any inquiries about this program, you may send an e-mail to: [SWSCA-HumanResources@savannawellservicing.com](mailto:SWSCA-HumanResources@savannawellservicing.com)

Crew Coordinator Name and Signature	Date
HR Manager Name and Signature	Date