



FORD REFER A FRIEND PROGRAM Policy Outline

Overview: The Ford Refer a Friend Program is designed for you to engage and refer friends and associates to work at the Club and get rewarded for doing so!

Phases	Duration	Full Time
Phase 1	Initial Hire	\$100.00
Phase 2	90 days	\$200.00

- Referral Form needs to be completed by the employee and approved by the manager and Human Resources.
- Employees need to attach referral's resume or application.
- To receive the first bonus, the referred must successfully complete all requirements for onboarding, including background check and drug screen.
- Part-time positions are not eligible.
- The FFRC employee agrees to have his or her name used when the Club contacts the candidate.
- Only candidates who meet the qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with Club policies and procedures.



Employee Referral Form

Employee Name: _____ Date: _____

Department: _____ Phone: _____

Why is the candidate viable for this position?

Name of Candidate: _____

Phone: _____ Email: _____

Position Referred for: _____

Department: _____

Relationship to Employee (friend, family member, referred by 3rd party, other)

I have read and understand The Ford Field & River Club's Refer a Friend Policy. I understand that if the candidate is hired because of my referral that the bonuses are contingent based on the Refer a Friend system outline and other requirements.

Employee Signature: _____ Date: _____

Approved By: _____ Date: _____

Approved By: _____ Date: _____

Attach the candidate's resume or completed employment application.