



SEED Employee Referral Form

To refer a potential employee, please complete this form and return it, along with a copy of the prospective candidate's resume, application or both, to Danielle Conway, Human Resources Manager at dconway@seedschoolmd.org.

If you refer a candidate, you may be eligible for a referral bonus of \$250, if the referral is hired.

A candidate that is hired and they are a fully certified teacher, between the grades of 7-12th, you will receive an additional \$250.

Referring a candidate who is fully certified teacher in Math, Science or ELA between the grades of 7-12th another \$500 will be paid out to you.

That's an earning potential of \$1000!

Rules of Referral Bonus Program-

- Employee must submit the referral form to Human Resources before the candidate is hired.
- If the referral is hired, the hired referral, must pass a successful 90-day probationary period with their supervisor's approval in writing, to Human Resources, before a bonus is issued.
- The referring employee must be employed by The SEED School of Maryland during the hired referrals first 90 days of employment to receive payment of the referral bonus.
- Only referrals who meet the essential qualifications for the position will be considered
- Temporary, summer, contract and former employees of The SEED School of Maryland are not eligible candidates for referral bonuses.
- Employees involved in the hiring decision for a particular position are not eligible for referral bonus.
- If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired.

Employee Information

Employee Name _____ Date _____

Department _____

E-Mail Address _____ Phone Number _____



Referral Information

Candidate Name _____

E-Mail Address _____

Phone Number _____

Position Referred for _____

Why this candidate is qualified for this position?

For Human Resources Use Only

Date Received _____

Hired Date: _____

Bonus Date: _____

Probationary Period Successful: Y/N

Hiring Manager Signature: _____

HR Signature: _____