

We reward our employees for referring qualified applicants for employment at 20 Digits, LLC. If any employee refers a candidate for an open position and the candidate is hired, the employee is entitled to an award of \$250 after the new hire completes 6 months of continuous employment. To refer a person for a position, you will need to obtain a referral form from Human Resources.

Referral of a part-time employee working a minimum of 20 hours a week will be a \$125.00 reward after 6 months of continuous employment. If the employee changes to full-time and remains full-time for 6 continuous months, the referring employee will receive an additional \$125.00.

Please fill out and return to HR within the first (90) days of applicant's employment

Name of Applicant: _____

Date of Hire: _____

Position: _____

Full-time / Part Time: _____

Referred By: _____

Award Date: _____

Applicant's Signature: X _____

Date: _____

20 Digits Employee Signature: X _____

Date: _____

FOR HR USE ONLY

Referral Card Received: ☐ Yes ☐ No

Award Recipient: _____

Award Payroll Date: _____

Award Amount: _____