# logo: Always Learning, Inclusive, Ambitiouslogo: Bracknell Forest Council

# Employee referral form

1. To refer a potential employee, fill in the employee and candidate information fields below.
2. Then email the document to: recruitment@bracknell-forest.gov.uk

If the candidate referred has selected ‘referred by a friend’ on their application form and is successfully appointed, you will receive a referral payment of £500, in two instalments, subject to deductions for pension, tax, and NI, as applicable.

|  |
| --- |
| **Employee information – making the referral** |

|  |  |
| --- | --- |
| Employee name: |  |
| Team/department: |  |
| Email: |  |
| Date submitted: |  |

|  |
| --- |
| **Candidate information** |

|  |  |
| --- | --- |
| Name of candidate: |  |
| Position applied for: |  |
| Jobs Go Public Reference: |  |

|  |
| --- |
| **Recruitment team use only** |

|  |  |
| --- | --- |
| Date received: |  |
| Candidate successful: | Yes/No |

|  |  |
| --- | --- |
| Cost centre: |  |
| Candidate’s start date: |  |
| First payment date: |  |
| Resourcing officer: |  |

|  |  |
| --- | --- |
| Date of six months employment: |  |
| Second payment date: |  |
| Resourcing officer: |  |