



CITY OF TORRANCE

EMPLOYEE REFERRAL FORM

1. To refer a potential employee to an eligible position, please complete this form and submit it to the **Human Resources Department** in person or by email to JobInfo@TorranceCA.Gov prior to the final filing date of the recruitment, or for open continuous recruitments prior to the candidate submitting an application.

2. Once the applicant successfully completes all phases of the examination and background process and has been appointed to the designated position, you will be eligible to receive the first referral bonus.

3. Once the applicant has successfully completed 90 days of continuous employment, you'll receive the second referral bonus.

YOUR INFORMATION

Employee Name: _____ Employee Number: _____

Phone Number: _____ Email: _____

REFERRAL INFORMATION

Candidate Name: _____

Position: _____ Job Code: _____

SELECT A BONUS!

1ST REFERRAL BONUS UPON HIRE:

\$100

8 Hours of Vacation Time

2ND REFERRAL BONUS UPON

REFERRAL'S SUCCESSFUL COMPLETION OF PROBATION AFTER 12 MONTHS:

\$100

8 Hours of Vacation Time

YOUR SIGNATURE

By signing below, you agree to the terms and conditions of the Employee Referral Program outlined at the top of this page. For more information, please visit www.TorranceCA.Gov/EmployeeReferralProgram. For questions, please call (310) 618-2915.

Employee Signature: _____

Date: _____

THE RULES

- Only one employee referral per candidate will be eligible for the bonus, based on the first referral received by the Human Resources Department.
- The following are ineligible for a referral bonus: Civil Service Division, Human Resources Department, temporary personnel, promotional recruitments, referrals of current city employees, temporary employees, or contractors, and recruitments not conducted by the Human Resources Department. Part-time recurrent positions are not eligible for a referral bonus.
- Employees who have separated employment forfeit eligibility for bonuses not yet paid at time of separation.