

Employee Referral Form

To refer a candidate for a job opening please complete this form and submit it to your School Leader or to hr@endeavorschools.com with the subject line “**Employee Referral.**”

Employee Information:

Full Name of Employee: _____

School or Office Location: _____

Referral Information:

Full Name of Candidate: _____

Phone Number: _____

Email Address: _____

Desired Position: _____

School or Office Location: _____

Relationship to Employee: _____

Tell us a bit more about the candidate:

What is the candidate’s prior work experience: _____

What makes them a good fit for this job: _____

Why would you want to work with this candidate: _____

Signature of Employee: _____

Date: _____

***If available, please attach the candidates resume when submitting this form.**

Disclaimer: In the event a candidate is referred by two different employees, the referral bonus will be paid to the employee who first submitted the employee referral form. Taxes will apply to referral bonuses.