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| Navstar Inc  - JPG.jpg | **EMPLOYEE REFERRAL FORM** |

Here’s how to make a referral:

1. Have your referral submit his/her resume on Navstar’s Careers Page ([www.navstar-inc.com/Navstar-careers](http://www.navstar-inc.com/Navstar-careers)).
2. Once your referral has successfully submitted his/her resume, you will need to complete Sections 1 and 2, below. This is information about you and your referral.
3. Save a copy of this form for your records.
4. Email this form to [hr@navstar-inc.com](mailto:hr@navstar-inc.com), or you can fax the form to (703) 880-1506, Attn: Human Resources. You will receive an email confirming that the Employee Referral Form was received. You are responsible for ensuring that the person you are referring has applied online.
5. Our policy states that the referred employee must be employed by Navstar at the time the referral payment is due. You will receive 50% of the bonus six months after they begin employment with Navstar and the other 50% after one year.

If you have any questions, please contact Human Resources at (703) 880-1500 x109.

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| **Section 1: Employee Information** | | |
| Date: |  | |
| Employee Name: |  | |
| Employee ID: |  | |
| Employee Email: |  | |
| Employee Phone: |  | |
| Has your referral ever been employed at Navstar? | | No  Yes If Yes, when? |

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| **Section 2: Referral Information** | |
| Name of Person Referred: |  |
| Job Title: |  |
| Relevant Skills and Experience: |  |
| How Do You Know This Person? |  |

**Thank you for helping Navstar find new All Stars!**

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| **Office Use Only** | | | |
| **Date Received:** |  | **Job #:** |  |
| **Date Hired:** |  | **Referral Bonus Amount:** |  |
| **1st Payment Due:** |  | **2nd Payment Due:** |  |