

EMPLOYEE REFERRAL PROGRAM



INTRODUCTION

You can help AITC, a friend, and yourself by participating in AITC's Employee Referral Program. If you are a current employee of AITC, you can earn an award of \$500 by referring an external candidate that is hired for an open information technology position.

WHO IS AN ELIGIBLE EMPLOYEE?

The Employee Referral Program is open to all regularly employed consultants. AITC placement office staff is not eligible for this program.

HOW DO I REFER AN EXTERNAL APPLICANT?

Submit a completed Employee Referral Form, along with the resume of the external candidate being referred. Employees may not refer a candidate that has already applied for employment with AITC, is currently working for AITC, or has previously worked for or through AITC.

HOW DO I RECEIVE MY REFERRAL AWARD?

AITC will award you \$500 after the referred candidate is hired for a designated position and has completed one month of continuous employment with AITC. You must be employed by AITC at that time in order to collect the award.

AITC reserves the right to determine whether or not referred candidates are qualified for the positions covered by the Program. AITC may modify or discontinue this Program at any time. Should the program be discontinued, any in-process referrals will be handled on an individual basis. In the event a candidate is referred from more than one source, the deciding factor will be the date of receipt of the referral application form. On any conflicting issues, a decision will be finalized by AITC.

EXTERNAL CANDIDATE INFORMATION

Name	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State <input type="text"/>	Zip <input type="text"/>
Mobile No.	<input type="text"/>	E-mail	<input type="text"/>

AITC EMPLOYEE INFORMATION

Name	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State <input type="text"/>	Zip <input type="text"/>
Mobile No.	<input type="text"/>	E-mail	<input type="text"/>

EMPLOYEE SIGNATURE

By checking box to the right and hitting the Submit button below, I am authorizing my my submission of Employee Referral Form.

SUBMISSION DATE

In order to be eligible for award, this form must be completed, signed, and submitted with an original resume..