



## REFERRAL BONUS AGREEMENT

### TERMS OF AGREEMENT:

An L.K. Jordan (LKJ) Temp employee who refers a candidate to L.K. Jordan is eligible to receive a \$100 referral bonus if the following conditions apply:

- This form must be completed and turned in to the payroll department before the referred candidate begins work.
- The referred candidate must complete 160 hours worked through L.K. Jordan.
- The bonus recipient must be currently employed through L.K. Jordan or have left in good standing within six (6) months of the referred candidate reaching the required hours.

### LKJ Branch:

CORPUS

AUSTIN

HOUSTON

SAN ANTONIO

### LKJ Employee Information:

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Assignment Location: \_\_\_\_\_

### Candidate Referred Information:

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Assignment Location/Start Date: \_\_\_\_\_

I, \_\_\_\_\_, (*candidate referred*) understand that I must complete 160 hours before payment is issued to the referring LKJ Employee.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Date

I have contacted the **LKJ Employee** and confirmed the information regarding this referred candidate.

### Payroll Office Use Only:

Completed 160 hours:  Yes  No Date: \_\_\_\_\_

Referral Bonus to be paid on: \_\_\_\_\_

\*\*Note: This offer is VOID after three (3) months of referred candidate reaching required hours.