



LeadingEdge Personnel

Referral Rewards Form

Our employees are a valued part of the LeadingEdge team. We take pride in the professionalism and the talent that you all possess and bring into the company. Our employees are continuously our #1 recruitment source. Through word of mouth and personal referrals, you keep the LeadingEdge reputation among the best in the business!

Referral Guidelines

1. To refer a potential employee, please complete this form and return it along with a copy of the prospective candidate's resume.
2. If the candidate would like to submit their resume to us via email or fax, please inform the candidate to download this form from our website at www.leadingedgepersonnel.com and bring it in completed for their scheduled interview.
3. If the candidate you refer is hired, you will receive a \$20 gift certificate after the new employee has completed their first 40 hours with us. Contact the office at (210) 590-0600 to obtain information on the available gift certificates.

Employee's Information

Employee's Name: _____ Date: _____
E-Mail Address: _____ Telephone Number: _____

Referral Information

Candidate Name: _____ Telephone _____
E-Mail Address: _____ Number: _____
Position Referred For: _____

For Agency Use Only

Date Received: _____ Interview Date: _____
Hire Date: _____