



EMPLOYEE REFERRAL FORM

Ortega Construction Company

ATTN: Name / Dept
 5775 Blue Lagoon Dr. Suite 400
 Miami, FL 33126
 (305) 808-0999

REFERRING EMPLOYEE	
EMP NAME	
DEPARTMENT	
EMAIL	
TELEPHONE	
DATE SUBMITTED	
CANDIDATE	
NAME	
EMAIL	
TELEPHONE	
POSITION FOR WHICH CANDIDATE IS REFERRED	

REFERRAL GUIDELINES AND INSTRUCTIONS

Return the completed form, along with the resume and / or completed application, of the referred candidate to HR.

A referral award will be issued if the referred candidate is hired and has completed 90 workdays with the company.

Candidates referred by multiple employees will only result in one referral award. The award will be issued to the employee referral submission first received.

Please see Employee Referral Policy for further Information.

STATE YOUR BELIEF AS TO WHY THE REFERRED CANDIDATE IS BEST QUALIFIED FOR THE AVAILABLE POSITION

— Remember to include a copy of the candidate's resume and / or completed application with the completed form. —

HUMAN RESOURCES USE ONLY

DATE OF INTERVIEW		NOTES:
DATE OF HIRE		
SCHEDULED ISSUANCE DATE		
EXECUTIVE/ SUPERVISOR SIGNATURE		
HR REP SIGNATURE		