



UNITED SOFTWARE INC
(an E-Verify participant)
1 Overlook Point, Suite 105,
Lincolnshire Corporate Center,
Lincolnshire, IL 60069.

Employee Referral Bonus Form

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, application, or both, to the Human Resource department at recruiting@unitedsoftware-inc.com.
2. You are eligible for a referral award only when you refer external candidates.
3. If the candidate you refer is hired, you will receive a referral award of \$1,000 after the new employee has worked for 90 days.
4. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.
5. Referral must be actively employed by United Software Inc. If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired.

Referral Information

Candidate Name: _____

E-Mail Address: _____ Telephone Number: _____

Position Referred For: _____

Employee Information

Employee Name: _____ Date: _____

E-Mail Address: _____ Telephone Number: _____

I have read and understand the Company's Employee Referral Bonus Policy.

Signature of Employee: _____

For Human Resources Use Only

Date Received: _____ Interviewed? _____

Hired? _____ Award Date: _____