## LEGACY
### TRADITIONAL SCHOOLS

District Office ● 3125 S Gilbert Rd., Chandler, AZ 85286 ● P: 480-270-5438 ● F: 888-420-5454 ● www.LegacyTraditional.org

**EMPLOYEE REFERRAL PROGRAM REFERRAL FORM**

*Our staff is our greatest asset. We encourage you to help us find more great talent to support our mission, as well as Legacy's success and growth.*

We are always seeking qualified teachers and staff from a variety of backgrounds to join our Legacy family. Our Employee Referral Program gives you the opportunity to help a former colleague or friend as well as our school. We welcome your help in referring top talent.

You could earn a $250 stipend simply by recommending acquaintances, friends and other contacts  for Legacy or Vertex open positions.

Complete the information below and submit to **HR@VertexEducation.com**  *within 5 school days after new employee's start date*

**Applicant's/ New Employee Name: _____**
**Position Applying For: _____**
**Campus: _____**

**Signature: _____**
**Date Signed: _____**

**Referring/Current Employee:**
**Name: _____**
**Title:_____**
**Campus:_____**

**Employee Signature: _____**
**Date Signed: _____**

**Who can participate?**
All employees can participate in this program. However, you will only receive the referral stipend for any *external permanent* candidate(s) we hire.  In addition, please see guidelines below:

- Substitute teachers and substitute staff are not eligible to participate in the program
- Employees  living in the same household will not be eligible i.e. husband/wife etc.
- Form must be submitted to HR within 5 school days of the new employee's start date in order to be accepted. Late submissions will not be accepted.
- Forms submitted without both signatures will not be accepted.

**Referral stipend payout:**
The referral stipend will be paid out to you after the newly hired employee has successfully completed 90 consecutive days of employment.  90 days will be calculated from the  first day of school for any start dates prior to the school year for any school year (10month) positions.

Please contact HR at hr@vertexeducation.com with any questions and/or completed forms.