



Effective 4/21/2021 and forward

All Field Employees:

Apollo takes pride in its recruitment of our employees. Based on past history, we believe that our employees are one of our best sources for referrals.

In order to ensure that we fairly and accurately administer the program, we have a few rules that must be followed:

1. Only our Field Employees are eligible for the program.
2. The *Employee Referral* form that follows must be received by Human Resources prior to the candidate being hired. HR must acknowledge the receipt of the referral form via email to your business email address.
3. The candidate must remain employed 60 days after their hire date.
4. If the candidate is referred by more than one employee, the date of the earliest referral form will be awarded the bonus.

Please use a separate form for each referral and send it in before your referral is hired.

Any questions please contact Kristin Matias at [Kristin.matias@apolloretail.com](mailto:Kristin.matias@apolloretail.com) or 813-712-2513.

Please email form to [hr@apologetically](mailto:hr@apologetically) or Fax 800-783-5540.

Thank you!



**Service & Assembly**  
**EMPLOYEE REFERRAL FORM**

DATE: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

YOUR BUSINESS UNIT: \_\_\_\_\_

YOUR EID#: \_\_\_\_\_

NAME OF CANDIDATE: \_\_\_\_\_

CANDIDATE'S EMAIL ADDRESS: \_\_\_\_\_

CANDIDATE'S PHONE NUMBER: \_\_\_\_\_

As a reminder, the candidate must be selected to be hired, and must remain an employee in good standing for 60 days post hire in order for you to be eligible for the referral bonus. New Program Effective 4/21/2021.

HR will complete below this line

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**\* PAYROLL:**

Pay \$100 to \_\_\_\_\_ on the \_\_\_\_\_ payroll.

FAX TO 800-783-5540 or e-mail to [hr@apolloretail.com](mailto:hr@apolloretail.com)