

# Refer a Friend & Exemplar Welcome Bonus - Claim Form



Tick **one** of the boxes below to indicate the type of bonus you are claiming and then complete the relevant section(s) of the form.

## Type of claim

Only one form is required per referral.

### Exemplar Welcome Bonus

Tick [here](#) if you are a nurse claiming the Exemplar Welcome bonus but you were not referred to Exemplar by a friend.

**You should complete section 1 only**

### Refer a Nurse

Tick [here](#) if you are a nurse claiming the Exemplar Welcome bonus and you were referred to Exemplar by a friend.

**You should complete section 1.**

**The friend who referred you should complete section 2.**

### Refer a Friend

Tick [here](#) if you are a care assistant or member of our support staff claiming the Exemplar Welcome bonus and you were referred to Exemplar by a friend.

**You should complete section 1.**

**The friend who referred you should complete section 2.**

A £500 bonus will be paid once the referred nurse completes their 3 month induction and training period.  
A second £1000 bonus will be paid once the referred nurse completes their six month probation period.

A £500 bonus will be paid once the referred nurse completes their 3 month induction and training period.  
A second £1000 bonus will be paid once the referred nurse completes their six month probation period.

A £50 bonus will be paid once the referred individual completes their initial seven day induction training.  
A second £100 bonus will be paid once the referred individual completes their three month probation period.

## Your details

	<b>Section 1</b> New employee's details	<b>Section 2</b> Existing employee's details
<b>Full name</b>		
<b>Work location</b> (Home name)		
<b>Your address</b>		
<b>Start date with Exemplar</b>		<i>Not required</i>
<b>Contact number</b>		

## Signature

I confirm that I have read and understood the terms and conditions overleaf and that I qualify for the Refer a Friend/Refer a Nurse or Exemplar Welcome Bonus that I am claiming.

	<b>Section 1</b>	<b>Section 2</b>
<b>Full name</b>		
<b>Signature</b>		
<b>Date</b>		

Please hand the completed form to your Home Manager who will authorise it and return it to Payroll.

## Authorised (for use by the Home Manager only)

I confirm that I have reviewed this claim and the applicant(s) are entitled to the Refer a Friend/Refer a Nurse or Exemplar Welcome Bonus they have claimed.

	<b>Section 1</b>	<b>Section 2</b>
<b>Signature</b>		
<b>Date</b>		

Please send the completed form to Payroll.

## Paid (for use by Payroll only)

### Section 1

### Section 2

#### Refer a friend / support staff

(fill in both sections)

Due	Check	Confirm	Pay Date	Amount	Initials
<b>First payment</b> (After 7 day induction)					
<b>Second payment</b> (After 3 month probation)					

Due	Check	Confirm	Pay Date	Amount	Initials
<b>First payment</b> (After 7 day induction)					
<b>Second payment</b> (After 3 month probation)					

### Section 1

### Section 2

#### Exemplar Welcome Bonus

(fill in Section 1)

#### Refer a Nurse

(fill in Sections 1 & 2)

Due	Check	Confirm	Pay Date	Amount	Initials
<b>First payment</b> (After 3 month induction)					
<b>Second payment</b> (After 6 month probation)					

Due	Check	Confirm	Pay Date	Amount	Initials
<b>First payment</b> (After 3 month induction)					
<b>Second payment</b> (After 6 month probation)					

Please retain completed form for audit purposes.

### Terms & Conditions

- The Refer a Friend and Refer a Nurse schemes enable Exemplar employees to recommend friends and family, who share the same passion and commitment to providing high quality care, to work at Exemplar. The Refer a Friend scheme is applicable to care assistant, domestic, catering and maintenance roles. The Refer a Nurse scheme is applicable to RGN, RMN and RNLD roles. The contract must be for a minimum of 36 hours per week.
- The schemes are open to all Exemplar employees based in a home which has been open longer than six months. It does not apply to nurse, care assistant or support staff positions at newly opened homes, to Home Managers or administrators or anyone involved in the recruitment process. It applies only to new applications made via the Reach applicant tracking system found at [www.exemplarhc.com/job-search](http://www.exemplarhc.com/job-search) from 14 May 2018. Applicants must not have applied for a role or been employed by Exemplar in the last 12 months.
- The referrer's details must be input to the relevant field on the online job application form. A claim form must be completed and signed by both parties once the initial training and induction phase is completed.
- Payments will be made via the next scheduled payroll, are subject to tax and national insurance (where appropriate) and are non-pensionable.
  - Under the Refer a Friend scheme, £50 will be paid when the referred care assistant/support staff completes their initial seven-day induction training and £100 will be paid when the referred care assistant/support staff completes their three-month probation period.
  - Under the Refer a Nurse scheme, £500 will be paid when the referred nurse completes their three-month induction and training period and £1000 will be paid when the referred nurse completes their six-month probation period.
- Payment to the referrer is subject to both the referrer and referred nurse or care assistant/support staff being employed by the company at the time the incentive payment is due and not being under notice or subject to disciplinary action.
- Payment to the referred nurse or care assistant/support staff is subject to them being employed by the company at the time the incentive payment is due and not being under notice or subject to disciplinary action.
- The company reserves the right to modify the terms and conditions or withdraw this incentive anytime without prior notice.