



## Form – Refer a Friend

When referring a friend to Headway Gippsland they;

- Go on to work at least 20 hours a fortnight and
- Stay in the job for at least 3 months

You will receive a \$100 gift voucher for referring them. All you need to do is complete this form and then forward it to your manager, who will then forward it to the Executive Assistant / Human Resources for a gift voucher to be sent out once the conditions above are met.

### Your Details:

<b>First Name</b>	<b>Last Name:</b>
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**Phone Number:**

**Email Address:**

### Candidate's Details:

<b>First Name:</b>	<b>Last Name:</b>
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**Candidate's phone number:**

**Candidate's email:**

**What position did the Candidate apply for?**

**Human Resources (HR) sent gift voucher**    Yes    No

**Date voucher sent** \_\_\_\_\_

**HR Name** \_\_\_\_\_

**HR Signature** \_\_\_\_\_