



# REFER A FRIEND SCHEME

## REFERRAL FORM

If you are appointed to an eligible post, and have been referred by a friend who already works for Gateshead Health NHS Foundation Trust, you can both claim a cash reward. Please provide your own and your friend's details below:

Details of referred friend (applicant):			
Name:		Post applied for:	
Department applied to:		Trac reference number:	
Signature:		Date:	

Staff details (referrer)			
Name:		Payroll number:	
Job role:		Department:	
Signature:		Date:	

Please fully complete the form and return to your Recruitment Assistant prior to your interview date.

### Recruitment use

Details checked by:

Date:



## REFER A FRIEND SCHEME RULES

The Refer a friend scheme currently applies to the following roles:

Occupational Group	Speciality	Grade/Band
Medical practitioners	All specialities	All grades
Nurses	ALL roles with full NMC reg	Band 5+
AHPs	All specialities	Band 5+
Radiographers	All specialities	
Sonographers	All specialities	
ECG Technicians	All specialities	
ODPs	All Specialities	
Biomedical Scientists		All grades

### The following rules apply:

- The first payment will be paid directly to the member of staff who has made the referral via Payroll once the friend has started employment with the Trust and been employed for a period of 3 months and the second payment at the 12 month stage.
- The payment will be subject to standard deductions of Tax and NI, but will not be pensionable.
- To qualify to receive the payment the member of staff referring must be an existing member of staff (not serving a notice period) and must still be employed with us for the payment to be made.
- The scheme is not applicable to workers on the Trust Bank moving to a substantive or fixed term post
- The bonus will not be paid to employees already employed in the organisation in either a substantive or a bank role or is re-recruited after an absence of less than two years
- The bonus does not apply to recruitment to the staff bank
- It is your responsibility to proactively claim the bonus payment within the time period stated
- The bonus only applies to active vacancies advertised within the UK and only for those adverts indicating eligibility
- No retrospective payments will be made in respect of candidates already introduced by employees
- A manager or member of staff who participates at any stage of the recruitment process for anyone they have referred (ie. shortlisting, longlisting, assessment, interview, offer and/or providing a reference) is not eligible to claim the bonus
- There is no limit on the number of successful candidates an employee may refer



Only one employee can refer an individual and this MUST be stated on the application. No payments can be made if the refer a friend paperwork is submitted after interviews have taken place