

“REFER A FRIEND” PROMOTION

Here at Immanuel College we believe that talent attracts talent. If you enjoy your job and coming to work here each day, then why not “refer a friend” to work here as well. If you know of any talented friends, family and ex-colleagues, then why not talk to them about our vacancies and point them to our website where they will find all the job opportunities currently on offer. If your referee is successful then, as a thank you from us, you’ll receive £100 of Amazon vouchers!

The terms and conditions for our “Refer a Friend” promotion are as follows:

- 1 One person can refer multiple candidates and receive multiple payments if the referral(s) is successful according to the terms below.
- 2 Your “refer a friend” recommendation must be mentioned by the candidate before or during the application process via the specified form (see attached).
- 3 Referral friends must have completed a qualifying period of at least six months in a permanent role, or three months in a temporary role, and must not be under any kind of notice or a non-confirmation of probationary period.
- 4 You can’t recommend yourself!!
- 5 In the event of any disputed rewards, the Director of HR’s decision will be final. There is no appeal process.
- 6 This Refer a Friend promotion will not qualify if the successful candidate is already an employee at the School.
- 7 Immanuel College has the right to amend these terms and conditions without notice and withdraw this scheme at any time without notice.
- 8 The staff member referring the candidate must be in employment with us at the time the payment is made.
- 9 Staff that are in a management position, responsible for recruitment, are not eligible for this scheme.
- 10 This scheme is not contractual and does not affect an employee’s terms and conditions of employment in any means.
- 11 By using the “Refer a Friend” scheme you are acknowledging and accepting these terms and conditions in their entirety.

THE IMMANUEL COLLEGE "REFER A FRIEND" PROMOTION

Candidates are invited to complete the form below to indicate if a current member of Immanuel College's staff has referred them for one of our current vacancies.

Your completed form will need to be supplied to the HR Department **alongside** your application form. Referrals made at a later stage may not qualify. Please send this form to jobs@immanuelcollege.co.uk.

Your name:	
Vacancy applied for:	
Name of Immanuel College's staff who referred you:	
Signed:	

For office use only:

Qualification Date: 3 months for temp position 6 months for perm position	
Actioned by:	
Date:	
Date voucher sent to staff member:	