



CITY CRUISES CANADA POLICIES AND PROCEDURES

CREW REFERRAL PROGRAM FORM

_____ NAME	_____ ID#
_____ POSITION	_____ DEPARTMENT

The Crew Referral Program provides City Cruises Canada crew members the opportunity to receive a monetary award of \$200 for referring successful candidates. Monetary award will be distributed in two increments; \$100 upon the referred candidate successfully completing their Introductory Period; \$100 upon the referred candidate fulfilling their original employment contract. Please complete the following information and email a copy to Human Resources.

Candidate's name: _____

Candidate's email address: _____

Relationship with candidate: _____

Position candidate is being referred: _____

I recommend the above individual to join City Cruises Canada.

CREW MEMBER SIGNATURE (ID #) **DATE (dd/mm/yyyy)**

For office use:

_____ HR SIGNATURE (ID#)	_____ DATE RECEIVED (dd/mm/yyyy)
Referred candidate hired: <input type="checkbox"/> yes <input type="checkbox"/> no	
First payment date: _____	Second payment date: _____