



Dodge County Candidate Referral Form for Position of:
Full-Time Correctional Officer or Public Health Officer

This serves to introduce (please print candidate name and the position applied for) _____, as a candidate for the position of full-time Correctional Officer at the Dodge County Detention Facility, or full-time Public Health Officer at the Human Services & Health building.

It is the pleasure of County employee (please print your name) _____, to refer this individual through the candidate referral program.

Employee Signature: _____ Date: _____

Please deliver this completed form to: Dodge County Human Resources Department

For HR Use Only:

Date Received: _____

Date Offered: _____

Start/Hire Date: _____

Date in which Referral Bonus will be paid per policy below: _____

"If a referred candidate is hired, the employee who referred the candidate will qualify for \$500 cash payout once the referred candidate successfully completes one (1) year of employment, the referring employee will receive the cash incentive on a the paycheck following the specified time interval. Bonus payments are subject to applicable taxes and withholdings and will be subject to Federal and State taxes."

HR ApproverName: _____ Title: _____ Date: _____

HR Approver Signature: _____

Sent to Finance Department on: _____

Cc: Finance Department
Referring Employee Personnel File
Completed Copy to Referring Employee