

# EMPLOYEE REFERRAL SHEET

DATE: \_\_\_\_\_

TO: Krystal Roebuck, Operations Manager

CQ Future INC.  
Great Lakes Employment Services  
3677 3 Mile RD  
Walker, MI 49534  
FAX: 616-735-0391

EMPLOYEE:

\_\_\_\_\_  
NAME PHONE

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

REFERRED APPLICANT:

\_\_\_\_\_  
NAME PHONE

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

NOTE: If referred applicant completes 90 consecutive working days with Great Lakes Employment Services and the employee that referred the new hire will receive a \$50 gift card.

EMPLOYEE SIGNATURE: \_\_\_\_\_  
DATE

OFFICE MANAGER SIGNATURE: \_\_\_\_\_  
DATE

GIFT CARD RECEIVED: \_\_\_\_\_  
DATE

FOR PAYROLL USE ONLY