



# Therapy Station

Progressing towards Independence

## REFER A FRIEND

Dear employees,

Therapy Station offers bonus for employees who refers new employees to Therapy Station or its sister company Optima Home Health Inc. Currently we are seeking Speech Therapist Physical Therapist, Occupational Therapist, and Early Interventionist, Home Health Registered Nurse, Home Health Licensed Practical Nurse, and Home Health Aide. If the candidate you refer is hired, you will receive a referral award after hired candidate completes three months. Please complete this form and E-Mail to: [Gayle@therapystation.com](mailto:Gayle@therapystation.com)

1. To refer a potential employee, please complete this form and return it to the office. **This form must be filled prior to the potential candidate contacting the office.**

2. You are eligible for a referral award only when you refer external candidates.

3. If the candidate you refer is hired, you will receive a referral award of 300 dollars for full time and 100 dollars for a part-time employee.

4. Hiring managers with direct or indirect reporting relationships with candidates are not eligible for this program.

5. Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired.

6. Due to the fact that hiring process takes months, date of hire may not be the date the new employee signed with the Therapy Station or Optima Home Health Inc.

## EMPLOYEE REFERRAL FORM

### Employee Information

Potential Employee's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Referred By: \_\_\_\_\_ Date: \_\_\_\_\_

Position Referred for: \_\_\_\_\_

### For Human Resources Use Only

Date of hire: \_\_\_\_\_ (Gayle please forward this to Karen) Position: \_\_\_\_\_

Department: \_\_\_\_\_

First Billed Date: \_\_\_\_\_

3 Months verified: \_\_\_\_\_

Pay period ending: \_\_\_\_\_ Amount: \_\_\_\_\_

Paid to: \_\_\_\_\_

Ph: 813-932-3013 Fax: 813-932-3016 [WWW.TherapyStation.com](http://WWW.TherapyStation.com) Email: [Kids@TherapyStation.com](mailto:Kids@TherapyStation.com)