**Refer a Friend Scheme Guidance**

Staff currently employed by HDFT can refer friends to apply for roles, though our recommended Refer a Friend scheme.

The scheme only applies to applicants who are successfully appointed into a Permanent or Fixed Term (12 months or longer) substantive vacancy at HDFT on Agenda for Change or Medical and Dental terms and conditions.

The successful candidate and the employee who refers them will be rewarded with £250 each, which will be paid via the payroll process if the candidate is successfully appointed and remains employed by HDFT for at least 12 months. The payment will come after this time and will be subject to tax and National Insurance and is non-pensionable to both individuals.

 **To participate in this scheme, applicants will need to do the following:**

* Declare their referrer’s details on their application form at the time of applying.
* Fill in the Applicant Refer a Friend Form below, if they are successful at interview.
* Ensure their referrer has also completed the **Referrer Application form**.

**For a referral to be successful, the following rules apply:**

* The referred applicant **must not** be an existing HDFT employee in any capacity (this includes working via an agency).
* The referrer **must** be employed and paid by HDFT (agency employment will not count).
* The referred candidate **must** be successfully appointed through the Trust’s usual recruitment process and become an official employee of the Trust.
* The referred candidate **must** be offered a post within 2 months of the date of referral.
* The referred candidate **must** mention the referrer’s name on their application form
* Both individuals must complete the relevant refer a friend forms

**Important information to note:**

* Where an applicant is referred by more than one person, only the first referral will be eligible for the refer a friend payment. Multiple referrals does not mean multiple payments and a refer a friend payment will only be paid once for any given applicant.
* Applicants who are successful for or take up multiple roles with HDFT will only receive 1 payment.
* Payment will be made to the referring employee and successful candidate through payroll and the EASY expenses system. This is the responsibility of the two individuals to instigate and must be done no earlier than the 12th month of employment and no later than the 15th month of employment

**Refer a Friend**

**Application (Applicant)**

|  |
| --- |
| **Your Details** |
| First Name |  |
| Last Name |  |
| Vacancy Reference Number |  |
| Application Number  |  |
| Contact E-mail Address |  |
| Contact Number |  |
| First Name of Referrer |  |
| Last Name of Referrer |  |
| Referrer’s Job Title  |  |

**Please return this form to** **hdft.recruitment@nhs.net**

**This form must be sent to Recruitment upon your formal offer of a role at HDFT.**