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EMPLOYEE REFERRAL FORM TEMPLATE

Company Name
 ATTN: Name / Dept
 123 Main Street
 Hamilton, OH 44416
 (321) 456-7890
 Email Address

YOUR LOGO

REFERRING EMPLOYEE	
EMP NAME	
EMP ID	
DEPARTMENT	
EMAIL	
TELEPHONE	
DATE SUBMITTED	

REFERRAL GUIDELINES AND INSTRUCTIONS

Return completed form along with the resume and / or completed application of the referred candidate to HR.

A referral award in the amount of \$000.00 will be issued if the referred candidate is hired and completed 90 work days with the company.

Employees responsible for hiring decisions regarding the position for which the candidate is referred are not eligible to receive referral awards.

Candidates referred by multiple employees will only result in one referral award. The award will be issued to the employee referral submission first received.

CANDIDATE	
NAME	
EMAIL	
TELEPHONE	
POSITION FOR WHICH CANDIDATE IS REFERRED	

STATE YOUR BELIEF AS TO WHY THE REFERRED CANDIDATE IS BEST QUALIFIED FOR THE AVAILABLE POSITION

— Remember to include a copy of the candidate's resume and / or completed application with completed form. —

HUMAN RESOURCES USE ONLY	
DATE RECEIVED	NOTES:
DATE OF CONTACT	
DATE OF INTERVIEW	
DATE OF HIRE	
DATE OF AWARD ISSUE	
HR REP NAME	
HR REP SIGNATURE	



Certificate of Award

8.5X11" (with bleed lines) 300 DPI PRINT READY CMYK COLOR EASY CUSTOMIZE
Supported Version: Ms Word 2013 (docx) or later



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Free to download and print. Click any certificate design to see a larger version and download it. Subscribe to the Free Printable newsletter. (No spam, ever!) report this adx Expecting a baby to enter your lives in the near future? Well then, why not prepare for the extraordinary event and start your own baby photo album with the best possible beginning in the form of an adorable birth certificate template! With the help of a neat birthday certificate template, you can have a remembrance of the birth of your baby or the time when you name him/her in a special manner. 20+ FREE & Premium Birth Certificate Templates - Download NOW Beautifully Designed, Easily Editable Templates to Get your Work Done Faster & Smarter. 205+ Gift Certificate Templates Certificate Templates in Word You can find several birth certificate templates that come to you with well laid out fields for the name of the baby, his/her physical features and the date of his/her birth. Imagine how excited your child will be when you show him the cute birth certificate a few years down the line. Sample Official Birth Certificate Template Details File Format: Illustrator InDesign MS Word Pages Photoshop Publisher Size: US Download If you are looking for a ready made good birth certificate template to fill in and edit, then you can download this sample official birth certificate template. It is designed in a black and white theme and you can edit this template on any device at anytime and anywhere! Pet Birth Certificate Design Template Details File Format: Illustrator InDesign MS Word Pages Photoshop Publisher Size: US Download Download this beautiful and adorable pet birth certificate template that is specially designed to help you enter the birth details of the pet and the owner. It has pet-friendly designs and graphics which make it so worth it! You can also make changes to this template by personalizing it however you want to. Birth Certificate Templates A birth certificate is a document or a certificate given by a competent authority after the birth of a child. It is considered as an official document issued by the authority. The certificate acts as a record of the birth of the newborn. The details of the baby such as the name, parent's name, place of birth, time of birth, weight and height of the baby, and religion are all included in the certificate. Birth certificate as a document is required when preparing any kind of personal document. Sometimes, parents often include the birth certificate of their child in the invitation for their birthday celebration. If you are looking for a ready-made birth certificate, there are plenty of them available on the internet. You can check out those templates. Elegant Pet Birth Certificate Template Details File Format: Illustrator InDesign MS Word Pages Photoshop Publisher Size: US Download If you own a pet registry business or a pet shop, then feel free to check out this simple and elegant pet birth certificate template that allows you to certify the birth details of the pet along with the name of the respective owner. You can also frame it to make it more presentable. 6 Simple Steps to Create a Birth Certificate Step 1: Your Objective While creating a birth certificate it is important that you know who you are creating it for. If it is for a child, then you can sketch rough details of what you would like to include and if it's for a pet, then you can similarly go on to sketch about those details. Step 2: Choose a Template Next, select a template that suits your purpose. You can check it out from the wide variety of certificate templates available on our site. Step 3: Borders Selecting a border is so important for any birth certificate as it represents and makes the content appear presentable and formal. There are many designs that you can incorporate in the template to make it your own. Step 4: Enter Birth Details This is the most important step as you will be entering the birth details of the child or the pet. Include the name of the institute, the name of the newborn, its height, weight, and name of the owner or parents. The delivery doctor's name along with the assisting nurse should also be mentioned with a blank provided for signature. Step 5: Background Theme Once details are entered, you can select a theme for your background that is unique. You can add pet-friendly graphics or fun and animated designs for the child certificate. You may also wish to keep it plain or simple as per your liking. Step 6: Print The final step is to save the template document and get it printed after editing the details. You can also frame the document if you would like to. Puppy Birth Certificate Template Details File Format: Illustrator InDesign MS Word Pages Photoshop Publisher Size: US Download Creative Pet Birth Certificate Template Details File Format: Illustrator InDesign MS Word Pages Photoshop Publisher Size: US Download Be unique and creative when compared to the rest, by making use of this creative pet birth certificate template that allows you to easily edit and customize the contents of the template in a way that is suitable for your preference. Avail this beautiful and versatile pet birth certificate template by downloading it now! 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Save time and use this list of the most top rated birth certificate templates that you can use to create cute looking birth certificates for your lovely baby. By Rachel Colorado Presenting someone with a personalized certificate is a meaningful way to acknowledge success. Fortunately, creating and printing your own certificate is fairly easy. By using Microsoft Word, you can create a custom certificate template that can be accessed and used many times. To create a certificate from scratch, follow these steps. Open Microsoft Word. Go to "Page Layout" and click on "Orientation." Since most certificates are printed landscape, it's recommended that you select "Landscape." For Word 2003 users, click on "File," then "Page Setup," then click on the "Margins" tab and select the "Landscape" icon. Go back to Page Layout. Click on "Page Borders." This will give you options on ways to border your certificate. Under the "Art" function, you will find fun borders like stars and hearts, as well as classic line borders. From here, you can also change colors and size of the border. For Word 2003 users, go to "Format," then "Borders and Shading," then "Page Border." Enter the title of the certificate on the top. Examples: Certificate of Achievement, Certificate of Participation, Certificate of Completion, etc. Use a large font size, between 50 and 70. Choose a font that fits the type of certificate that is being awarded. Press enter a couple of times for spacing. Then, in smaller font (around 30-point size), type "Awarded to," or "Presented to." Move down a couple of rows. Make a line for the individual's name to be handwritten on after the certificate is printed. Leave plenty of room. If applicable, include a subtitle. It should say "For the successful completion of" then enter the appropriate phrase. This should be in the same font as the "Award to" line. Create space for signatures. Near the bottom, place a line (or lines if you want to have more than one signature); then, underneath the line(s), place the title of the person who will be signing. Finally, click on "Save As." In that window, next to "Save as type," scroll down to "Word Template." Then, hit "Save."



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