

Refer a Friend & Exemplar Welcome Bonus - Claim Form



Complete **section 1 (only)** if you are a nurse claiming the Exemplar Welcome Bonus and were not referred to Exemplar by a friend.
 Complete **both sections 1 and 2** if you are a nurse or care assistant/support colleague referred to Exemplar by a friend.
 Only **one form** is required per referral.

Your details

	Section 1 Exemplar Welcome Bonus, Refer a Friend/Refer a Nurse New employee's details	Section 2 Refer a Friend/Refer a Nurse Existing employee's details
Full name		
Work location (Home name)		
Your address		
Start date with Exemplar		
Contact number		
Contracted hours		

Type of claim

<p>Exemplar Welcome Bonus</p> <p>£500* will be paid to the new nurse when they complete their three-month induction and training period. £1000* will be paid when the nurse completes a successful six month probation period.</p>	Section 1 <i>Tick Here</i>	Section 2 <i>Tick Here</i>
<p>Refer a friend</p> <p>(Care assistant/support colleague roles) £50* will be paid to the referrer when the referred individual completes their initial five-day induction training. £100* will be paid when the referred individual completes a successful six month probation period.</p>	Section 1 <i>Tick Here</i>	Section 2 <i>Tick Here</i>
<p>Refer a nurse</p> <p>£500* will be paid to the referrer when the referred nurse completes their three month induction and training period. £1000* will be paid when the referred nurse completes a successful six month probation period.</p>	Section 1 <i>Tick Here</i>	Section 2 <i>Tick Here</i>

Signature

I confirm that I have read and understood the terms and conditions overleaf and that I qualify for the Refer a Friend/Refer a Nurse or Exemplar Welcome Bonus that I am claiming.

	Section 1	Section 2
Full name		
Signature		
Date		

Please hand the completed form to your Home Manager who will authorise it and return it to Payroll.

Authorised (for use by the Home Manager only)

I confirm that I have reviewed this claim and the applicant(s) are entitled to the Refer a Friend/Refer a Nurse or Exemplar Welcome Bonus they have claimed.

	Section 1	Section 2
Signature		
Date		

Please send the completed form to Payroll.

Paid (for use by Payroll only)

Refer a friend / support colleague (fill in both sections)

Section 1

Due	Check	Confirm	Pay Date	Amount	Initials
First payment (After 5 day induction) Via the next scheduled payroll					
Second payment (After 3 month probation)					

Section 2

Due	Check	Confirm	Pay Date	Amount	Initials
First payment (After 5 day induction) Via the next scheduled payroll					
Second payment (After 3 month probation)					

Exemplar Welcome Bonus (fill in Section 1)

Refer a Nurse (fill in Sections 1 & 2)

Section 1

Due	Check	Confirm	Pay Date	Amount	Initials
First payment (After 3 month induction)					
Second payment (After 6 month probation)					

Section 2

Due	Check	Confirm	Pay Date	Amount	Initials
First payment (After 3 month induction)					
Second payment (After 6 month probation)					

Please retain completed form for audit purposes.

Terms & Conditions

- The Refer a Friend and Refer a Nurse schemes enable Exemplar colleagues to recommend friends and family to work at Exemplar, who share the same passion and commitment to providing high quality carer. The Refer a Friend scheme is applicable to care assistant, support colleagues. The Refer a Nurse scheme is applicable to RGN, RMN and RNLD roles. The contract must be for a minimum of 36 hours per week for full payment, contracted hours below 36 will be paid pro rata. The referrer must have passed their probation prior to referring, to be eligible.
- The schemes are open to all Exemplar employees. It applies only to new applications made via the Applicant Tracking System found at www.exemplarhc.com/job-search from 14 May 2018. Applicants must not have applied for a role or been employed by Exemplar in the last 12 months.
- Nurses who have applied via an agency on our applicant tracking system are exempt from receiving payments if they have been referred by someone else. They would be able to refer another colleague to join Exemplar, at which point they would be able to claim payment as the referrer after completion of a successful 6-month probation period.
- The referrer's details must be correct and in the relevant field on the online job application form. A claim form must be completed and signed by both parties once the initial training and induction phase has been completed.
- Payments will be made via the next scheduled payroll, are subject to tax and national insurance (where appropriate) and are non-pensionable.
- Under the Refer a Friend scheme, £500 will be paid when the referred care assistant/support colleague completes their initial five-day induction training and £100 will be paid when the referred care assistant/support colleague completes their 6-month probation period. Under the Refer a Nurse scheme, £500 will be paid when the referred nurse completes their 3-month training period and £1000 will be paid when the referred nurse completes their 6-month probation period.
- Payment to the referrer is subject to both the referrer and referred nurse or care assistant/support colleague being employed by the company at the time the incentive payment is due and not being under notice or subject to disciplinary action.
- Payment to the referred nurse or care assistant/support colleague is subject to them being employed by the company at the time the incentive payment is due and not being under notice or subject to disciplinary action.
- The Nurse Welcome Bonus is available to any RMN, RNLD or RGN position working over 36 hours per week. The Nurse must have applied directly with Exemplar and cannot have applied previously through an agency.
- The Nurse Welcome bonus is paid in instalments. £500 will be paid when the colleague completes their 3-month training period and £1000 will be paid when the colleague completes their 6-month probation period. At the time the payment is due the Nurse not be under notice or subject to disciplinary action in order to receive the payment.
- *The Nurse welcome bonus and all refer a friend payment will be paid on a pro rata basis for colleagues contracted below 36 hours.
- The company reserves the right to modify the terms and conditions or withdraw this incentive anytime without prior notice.

Repayment Terms

- Care assistants/Support colleagues will pay back 100% of the money paid if they leave within 6 months of starting employment (£500)
- Care assistants/Support colleagues will pay back 75% of the money paid if they leave after 6 months to 1 year of employment (£750)
- Nurse colleagues will pay back 100% of the money paid if they leave within 6 months of starting employment (£500)
- Nurse colleagues will pay back 75% of the money paid if they leave after 6 months to 1 year of employment (£750)