CNCA Employee Referral Form

Refer a qualified individual for a position on the CNCA website and you could be eligible to receive a monetary reward! To be eligible the employee must be hired and have been continuously employed with CNCA for at least 90 days. Referral stipends will be issued after 90 days of continuous employment.

Who can be referred?
Qualified applicants include individuals who (1) are not currently employed by CNCA, including temporary employees, contracted employees or student workers; (2) have not been referred by someone else previously; (3) have not been connected to CNCA. Candidates must demonstrate that they have the qualifications required for the position and have good employment record. The Human Resources Department will make the final judgement regarding job eligibility after their application and resume have been received.

What is the monetary reward amount?
Referral Stipends:
- ☐ Part-time Staff: $50
- ☐ Full-time Hourly Staff: $100
- ☐ Salaried Staff: $500
- ☐ School Leaders: $1000

Employees can refer an applicant for any open position. For a current list of job openings, go to CNCA’s website at www.caminonuevo.org, click CAREERS, and then click “Open Positions”.

Questions about the program? Please contact the Human Resource Team CNCAhumanresources@caminonuevo.org

EMPLOYEE REFERRAL FORM

Please submit this form and the candidates resume to: araseli.barba@caminonuevo.org

REFERRAL INFORMATION:
Name of candidate referring: ________________________________

Position of interest: _______________________________________

CNCA EMPLOYEE INFORMATION:
Name/Title: ______________________________________________

Site: __________________________ Submission Date: ______________

Signature: ________________________________

----------------------------------------Stipend Authorization----------------------------------------

Budget: __________________________ Date of Hire: __________________________

Approval Signature: __________________________ Approval Date: __________________________

*Stipends will be approved once employee is hired and has been continuously employed with CNCA for at least 90 days.