



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.*