

## Refer a Colleague Program

We think you are great and would love to have more Educators like you join the INSIGHT team!

### How it works:

- The referring Insight staff must send an email to the Centre Director with the applicant’s resume and the specific position(s) they are a candidate for.
- Communicate to the applicant you refer that they also MUST indicate your name when applying for the position.
- All referrals will undergo our standard recruitment process.
- There is no limit to the number of friends referred.
- Only one referrer can be identified and Insight bonuses will not be divided among multiple employees.
- If the same candidate is referred multiple times, the referrer who submitted the candidate details first, as per the specified process, will be eligible for the reward.
- If your referred applicant is hired, the reward is organised in one amount upon the new staff’s successful completion of their 6-month probation period.
- Payments are processed through the Payroll team and applicable taxes and required deductions may apply.
- You must be employed by Insight Early Learning on the date of the bonus payment(s).
- The reward amount may differ by role, as determined by Insight Early Learning.
- The reward type and amount can be changed at the sole discretion of Insight Early Learning, and the program can be withdrawn at any time.

### This program does not apply to:

- Applicants who have already submitted resumes
- Applicants who are current or former interns, temporary workers or casual educators at Insight
- Applicants that were previously recommended by a recruitment agency or other source

If you have any questions about the Insight Refer a Colleague Program, please contact your Centre Director.

**I have read and accept the terms and conditions and would like to apply for the Insight Refer a Colleague Program**  
**(Please tick)**

Referring Insight staff	Referred Applicant
Name:	Name:
Centre:	Contact number:
Email sent to Centre Director: Y / N	Email address:
Date email was sent:	Qualifications:
Please attach email to this document	
Relationship with referred applicant:	