

# Refer a Friend and Exemplar Health Care Welcome Bonus - claim form



Complete **section 1 (only)** if you are a Nurse claiming the Exemplar Health Care Welcome Bonus and were not referred to Exemplar Health Care by a friend.

Complete **both sections 1 and 2** if you are a Nurse or other colleague who was referred to Exemplar Health Care by a friend.

Only **one form** is required per referral.

## Your details

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

## Type of claim

<p><b>Exemplar Health Care Nurse Welcome Bonus £1500</b> £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 period.</p>	Section 1 tick here	Section 2 tick here
<p><b>Refer a Nurse £1500</b> £500* will be paid to both parties, the referrer and the referred, when the referred Nurse completes their three-month induction and training period. A further £1000* will be paid to both parties, the referrer and referred, when the referred Nurse completes a successful six-month period – subject to satisfactory performance and attendance of the referred individual, and subject to the Terms &amp; Conditions detailed overleaf.</p>	Section 1 tick here	Section 2 tick here
<p><b>Refer a Friend – Other Colleagues £150</b> £50* will be paid to both parties, the referrer and the referred, when the referred individual completes their initial five-day induction training. A further £100* will be paid to both parties, referrer and referred, when the referred individual completes a successful six-month period – subject to satisfactory performance and attendance of the referred individual, and subject to the Terms &amp; Conditions detailed overleaf.</p>	Section 1 tick here	Section 2 tick here

### Signature

I confirm that I have read and understood the terms and conditions 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 – other colleagues (fill in both sections)

##### Section 1

Due	Check	Confirm	Pay date	Amount	Initials
<b>First payment</b> (After five-day induction) via the next scheduled payroll					
<b>Second payment</b> (After six months )					

##### Section 2

Due	Check	Confirm	Pay date	Amount	Initials
<b>First payment</b> (After five-day induction) via the next scheduled payroll					
<b>Second payment</b> (After six months )					

#### Exemplar Welcome Bonus (fill in Section 1)

#### Refer a Nurse (fill in both sections)

##### Section 1

Due	Check	Confirm	Pay date	Amount	Initials
<b>First payment</b> (After three-month induction)					
<b>Second payment</b> (After six months )					

##### Section 2

Due	Check	Confirm	Pay date	Amount	Initials
<b>First payment</b> (After three-month induction)					
<b>Second payment</b> (After six months )					

Please retain completed form for audit purposes.

## Terms and conditions

1. The Refer a Friend and Refer a Nurse schemes enable Exemplar Health Care colleagues to recommend friends and family to work at Exemplar Health Care, who share the same passion and commitment to providing high-quality care. The Refer a Friend scheme is applicable to Support Workers and other central or 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.
2. The schemes are open to all Exemplar Health Care employees. It applies to both new applications made via the Applicant Tracking System found at [www.exemplarhc.com/job-search](http://www.exemplarhc.com/job-search) and for Nurse applicants that have come via an agency. Applicants must not have applied for a role or been employed by Exemplar Health Care in the last 12 months.
3. 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.
4. Payments will be made via the next scheduled payroll, are subject to tax and national insurance (where appropriate) and are non-pensionable.
5. Under the Refer a Friend – Other Colleagues scheme, £50\* will be paid when the referred colleague completes their initial five-day induction training and £100 will be paid when the referred colleague completes six months in post (including completing their ELMS eLearning modules).
6. Under the Refer a Nurse scheme, £500\* will be paid when the referred nurse completes their three-month training period (including completing their ELMS eLearning modules) and £1000\* will be paid when the referred nurse completes six months in post.
7. Payment to the referrer is subject to both the referrer and referred nurse or other colleague being employed by the company at the time that the incentive payment is due, and not being under notice or subject to disciplinary action.
8. Payments for all referral schemes are 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.
9. The Nurse Welcome Bonus is available to any RMN, RNLD or RGN position, including Unit Managers and Clinical Nurse Managers, and is for both Nurses that have applied directly with Exemplar Health Care and those via an agency. \*The contract must be for a minimum of 36 hours per week for full payment, contracted hours below 36 will be paid pro rata.
10. The Nurse Welcome bonus is paid in instalments. £500\* will be paid when the colleague completes their three-month training period and £1000\* will be paid when the colleague completes six months in post. At the time the payment is due the Nurse should not be under notice or subject to disciplinary action in order to receive the payment.
11. The company reserves the right to modify the terms and conditions or withdraw this incentive anytime without prior notice.

## Repayment terms

1. Carer and other colleagues will pay back 100% of the money paid if they leave within 6 months of starting employment (£50\*).
2. Carer and other colleagues will pay back 75% of the money if they leave after 6 months to 1 year of employment (£75\*).
3. Nurse colleagues will pay back 100% of the money paid if they leave within 6 months of starting employment (£500\*).
4. Nurse colleagues will pay back 75% of the money paid if they leave after 6 months to 1 year of employment (£750\*).