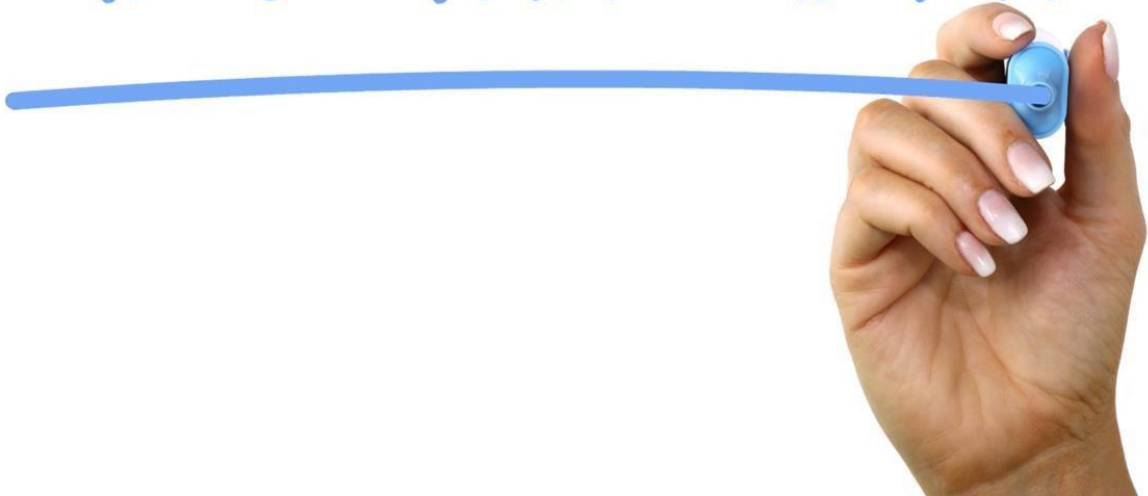


# RECRUITMENT



## Recommend A Friend Scheme

We have a great opportunity for you to earn some cash!



### **Recommend a Friend Scheme - Worth £250**

The recommend a friend' scheme has been developed to encourage Mediline employees to recommend friends and family, who display Our Values, and it helps a friend find full time employment of 24 hours or more.

If you recommend a friend to work for Mediline and they successfully complete an initial 3 month period of employment, you will receive a thank you payment of £125. If they then go on to successfully complete their 6 month probation period you will receive a further payment of £125.

### **How to refer**

- All you need to do is tell the job seeker / your friend or family member about the application process and get them to complete an application form.
- Please let HR know who you have recommended.
- Make sure they provide your details on the application form under the section E (where did you see the position advertised).

### **Entitlement**

- You will receive an automatic payment after your referred friend/relative has completed 6 month's service.
- You will receive the referral payment in your salary in line with the payroll cut-off dates.
- All payments will be subject to Income Tax and National Insurance.

### **Eligibility**

- The payment is available to any Mediline employee.
- The payment is only available for employees that are employed on a permanent contract.
- The payment is only available to current employees at the time of the payment.
- There is no limit on number of referrals.
- The payment is only available for the employee that has been stated on the candidate's application form, if two people are named then the payment will be shared.

### **Not eligible for payment**

- Verbal referrals are not permitted.
  - The payment is not payable to a Mediline employee who has been involved in the recruitment or selection process for their friend/relative that they have referred.
  - If the employee fails to pass a successful probationary period.
  - If you introduce an employee, who is subsequently appointed into a fixed term contract role of less than 6 months, you will not receive the referral payment unless their contract is extended over the 6 month period.
- 
- Merseyside Contact: [Shirley-moran@medilinesupportedliving.co.uk](mailto:Shirley-moran@medilinesupportedliving.co.uk)
  - Manchester Contact: [Geraldine-ONeill@medilinesupportedliving.co.uk](mailto:Geraldine-ONeill@medilinesupportedliving.co.uk)

- Lancashire Contact: [Clare-Ferguson@medilinesupportedliving.co.uk](mailto:Clare-Ferguson@medilinesupportedliving.co.uk)

Published: April 2021

Check out our website as we also have some Senior Vacancies.

Click Here: <http://northwestcommunityservices.co.uk/joinourteam.html>