



**HVTC**

skills change lives

# REFER & BE REWARDED!

## Who can refer?

Anyone can submit a referral for a HVTC Group vacancy, including apprenticeships and traineeships.

## Who can be referred?

Unfortunately, not all candidates can be referred for a position with HVTC Group. Candidates that fall under the following criteria are **NOT** eligible for referral:

- Candidates with a criminal record (if known by the individual at the time of referral)
- Candidates who have applied for a role with HVTC Group within the last 6 months, unless it is a substantially different position.
- The candidate must not have previously completed an apprenticeship or traineeship with HVTC.
- Candidates who have previously been made redundant by the HVTC Group.
- Candidates who have previously been terminated by HVTC Group for breaching policies and procedures or any other form of misconduct.
- Candidates who are not eligible to work in Australia.

## Program reward

- The individual that submits the referral will receive a \$100 eftpos gift card when the referee is successful in securing employment with the HVTC Group and serves one month in their role.
- The individual that submits the referral will receive an additional \$150 in eftpos gift cards when the referee passes their probation period (6 months for internal staff, 3 months for apprentices, and 2 months for trainees).

## Additional information

- Individuals can submit as many referrals as they like.
- If the same candidate is referred by multiple individuals, the first person to submit the referral for this candidate will receive the reward.
- Ensure that the candidate is aware of the referral and that they are interested in the vacancy they are being referred to prior to submission.