

## **ALLSTATE RECRUITMENT REFERRAL FEE TERMS AND CONDITIONS**

1. Referred candidate must complete minimum 4 x full working weeks (20 x worked days equivalent) to qualify for \$250.00 Referral Fee, or complete Allstate's stipulated period to qualify for a fee.
2. In order to claim the full \$500.00 Referral Fee, the candidate must have been employed by Allstate Recruitment for minimum of 12 x full working weeks (60 x worked days equivalent)
3. If referred placement leaves within first 4 x full working weeks then referral reward is not payable
4. If referred candidate leaves *after* 4 x working weeks qualifying period but *before* 12 x working weeks then the stated \$250.00 Referral Fee applies
5. Allstate Recruitment will only pay the reward on referrals that lead directly to employment within 3 months of the referral.  
*For example: if a candidate that has been referred 12 months ago then applies to a recent advertisement or is directly contacted by Allstate Recruitment in respect of a position and by virtue of such gains employment a referral reward is not payable.*
6. If referred candidate has already been introduced or previously applied to a position at Allstate Recruitment then referral reward is not payable (see section 12)
7. The Referral must be completed via email in order to guarantee that the reward is paid and the Referrer's details are logged by Allstate Recruitment.
8. The Referrer must notify and have the consent of the Referred Person before submitting their details to Allstate Recruitment
9. Payment of referral fees are made once the candidate has completed their 12 weeks employment or completed Allstate's stipulated probationary period if less than 12 weeks
10. Payment is only due after initial placement- any further placements are excluded
11. In the event of any dispute, Allstate Recruitment's decision is final

### **12. What happens if Allstate Recruitment already knows the referred candidate?**

- A. To avoid any doubt when a candidate is referred Allstate Recruitment will immediately inform the referrer whether the candidate is already active on our database.
- B. Being active on the database means that Allstate Recruitment have spoken to them within the last 12 months in relation to finding them work.
- C. If the referred candidate is active then no referral fee will be paid.
- D. If the referred candidate is either unknown or known to Allstate Recruitment, but not active on our database within the previous 12 months, then a referral reward is payable.

### **Legal Disclaimer**

This scheme may be terminated at any time by Allstate Recruitment with no liability for any future payments.

The definition of a Placement is contained within the companies' terms and conditions of business which are available upon request. Referral rewards are payable at the discretion of Allstate Recruitment and only where reasonably applicable as per conditions above