



## Club Staffing Referral Program

### Terms and Conditions

#### 4.01.11

#### **Program Rules and Eligibility Requirements**

Referrals can be submitted online, via the referral form above, or a new traveler can identify you as their referrer when applying.

Any traveler or other healthcare professional may refer a new traveler to Club Staffing.

To be eligible for the referral bonus, the referred candidate must be a new contact for Club Staffing (i.e. not already in Club Staffing's database).

If you are a current traveler with Club Staffing, make sure we have your correct contact information in our records so we can reward you for your referrals. If you are not a current traveler, make sure you or your referral submits your complete contact information so we know how to reach you.

**To qualify for the referral bonus, the name and contact information for both you and your referral needs to be included on the application or referral form.**

If we receive your referral information from our online form, we will contact your colleague and introduce him or her to Club Staffing. Your referral can also contact us directly, and give your name and information as the referrer either on their application or over the phone.

We will then send out an information package to your referral, complete with application materials and details about the benefits of a travel healthcare career.

You will receive a letter confirming the eligibility status of your referral.

You will earn a referral bonus for each healthcare professional you refer to us who completes a full 13-week (or longer) assignment with Club Staffing. A full assignment requires that the referral work a minimum of 468 hours based on 36 hour work week or 520 hours for a 40 hour work week, and meet all contract requirements.

Referred travelers must start an assignment within one year of the application date associated with that referral. If your referral takes an assignment but does not complete all 13 weeks within that year, they will have up to one year to come back and make up the remaining weeks, and you can still receive your referral bonus.

In a case of "reciprocal referring" (two new candidates applying and referring each other), only one referral bonus will be paid, to be split between the travelers.

If you qualify to receive a referral bonus while you are working on assignment with Club Staffing, you will receive your bonus **automatically** through your current payroll.

If you qualify for the bonus but are **not** working on an assignment with Club Staffing at that time, you will be contacted by your recruiter to confirm your address before your referral bonus payment is mailed. Bonuses are processed and paid out approximately 30 days after the completion of the referred traveler's 13 week assignment. **Any outstanding accounts receivable balances must be resolved before bonus payment is made.**

Allied healthcare professionals that refer a traveler to any other AMN Healthcare brand will get paid the referral bonus of that brand for that type of healthcare professional.