



Employee Referral of Applicant for Employment

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

Instructions for Referring TJJD Employee: Complete Section I of this form and provide the form to the applicant for completion of Section II. If the applicant is hired and the completed form was attached to his/her State of Texas Application for Employment, you will receive a \$100 gift card as an award for your initiative in the successful recruitment of the applicant.

Instructions for Referred Applicant: Complete Section II of this form and attach a copy of the form to *each* State of Texas Application for Employment that you submit for a TJJD position. The referring employee will not be eligible for a referral award if the form is submitted separately from the employment application.

Section I. Referring TJJD Employee	
Employee's Name: _____	SSN: (last 4 digits) XXX-XX-_____
Title: _____	Facility or Office: _____
Signature: _____	Date: _____
Section II. Referred Applicant	
Applicant's Name: _____	SSN: (last 4 digits) XXX-XX-_____
Signature: _____	Date: _____
Section III. HR Office Use Only - Job Vacancy Information (to be completed by the local HRA that coordinated the selection and hiring process for the job vacancy)	
Vacancy Location: _____	Hire Date: _____
Job Vacancy Title: _____	Vacancy No.: _____
HRA Signature: _____	Signature Date: _____

Distribution Instructions for Local HRA:

Original: Referred Applicant's Personnel File

Copy: Email a scanned copy of the completed form to the employee awards coordinator at Central Office Human Resources.

Verification of Award by Employee Awards Coordinator:

Initials: _____ Date: _____

- With few exceptions, you are entitled, upon request, to be informed about the information that TJJD collects about you.
- Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information.
- Under Section 559.004 of the Texas Government Code, you are entitled to have TJJD correct any information that is incorrect.
- Please notify the local human resources administrator to correct any information about you that is not correct.