



## Candidate Referral Form

A-TEK appreciates recommendations of qualified candidates. Individuals who refer qualified candidates who then are hired by A-TEK as a direct result of that referral will receive a **\$100 referral fee** following the referred individual's completion of **30 days** of employment.

A-TEK is continuously seeking individuals with the following skills to satisfy our Government contract requirements. Your referral is welcome for any of these positions shown:

- Travel Professionals
- Software/Systems Engineers
- Systems Architects
- Project Managers
- Network Administrators
- Network Security
- System Administrators
- Applications Engineer
- Programmers/Programmer Analysts
- Java Developers
- Database Administrators
- Help Desk Analysts
- Help Desk Technicians
- Program Managers
- Task Managers
- Expert Consultants

### SECTION ONE: INDIVIDUAL MAKING THE REFERRAL

Your Name: \_\_\_\_\_ Date of Referral: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone/Cell: \_\_\_\_\_ Work Phone/Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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### SECTION TWO: INDIVIDUAL BEING REFERRED

Note: The Referred Individual must have granted their permission for your referral.  
All data requested below must be provided.

Referral Full Name: \_\_\_\_\_

Position/Title Referred for: \_\_\_\_\_

Home Phone/Cell: \_\_\_\_\_ Work Phone/Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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Please complete this form and return it to A-TEK using one of the following methods:

- Email: [jobs@a-tek.net](mailto:jobs@a-tek.net)
- Fax: 703-443-0677, Attention HR
- Mail: Address shown below.