

**I. REFERRER INFORMATION**

Name \_\_\_\_\_  
Address\* Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Home: (    ) Cell: (    )  
E-mail \_\_\_\_\_

*\*Address for tax purposes.*

**II. REFERRED CANDIDATE INFORMATION**

Name \_\_\_\_\_  
Phone Home: (    ) Cell: (    )  
E-mail \_\_\_\_\_  
Position\* \_\_\_\_\_

*\*Must be one of the targeted positions listed on the previous page.*

**III. AWARD STATUS**

Internal Use Only

**Referring Employee**

Contract (most recent) Year: \_\_\_\_\_ Site: \_\_\_\_\_ Position: \_\_\_\_\_ Session: \_\_\_\_\_

- Contract terms met
- Contract terms not met

**Referred Candidate**

- Not offered
- Refused offer
- Contracted previously Year: \_\_\_\_\_ Site: \_\_\_\_\_ Position: \_\_\_\_\_ Session: \_\_\_\_\_
- Contract terms met
- Contract terms not met

**Award processed:** (date) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This completed form **must be mailed or faxed with the referred candidate's application** to:  
CTY Summer Programs, 5801 Smith Avenue, McAuley Hall, Ste 400, Baltimore, MD 21209  
410-735-6185 / Fax 866-345-3731