

## REFERRING EXCEPTIONAL APPLICANTS PROGRAM (REAP)

Please complete Part I and 2 of this form. Attach Resume and Cover Letter of referred candidate and submit to: SAIT, Human Resources, Room N1004, Senator Burns Building <u>or</u> 1301 – 16<sup>th</sup> Avenue NW, Calgary, AB T2M 0L4 prior to the closing date on the competition. Please email to <u>francine.bettencourt@sait.ca</u> or fax to 284-7223.

PART 1 To be completed by REFERRING EMPLOYEE – ALUMNI – RETIREE (please type/print)							
Name	Department/Program	Employee Number		Business Title			
Current Mailing Address + Phone #	Current Email Address	Current Employee / Alumni	i / Retiree		Alumni - Year of Graduation		
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		Current Employee	Alumni 🗌	Retiree 🗖			

PART II Information on Recommended Applicant								
Name of Recommended Applicant	Recommended Position	Competition Number	Closing Date:					
Your Personal Assessment on why the recommended candidate will be successful at SAIT (please use attachment if necessary)								
Date Signature of Referring Employee/Retiree/Alumni								
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## PART III To be completed by HUMAN RESOURCES

Name of HR Recruiter	Recommended Candidate		Start Date (YYYY / MM / DD)			
	Unsuccessful	Successful				
Signatures required only if recommended candidate is successful						
Human Resources						
			O/Common/Forms/Referring Exceptional Applicants Program/Dec 6/04			

SAIT reserves the right to amend or discontinue this program at its discretion. Rvd: June 2006

## Freedom of Information and Protection of Privacy Act (FOIP)

This information is collected under the authority of section 33(c) Freedom of Information and Protection of Privacy Act and the Post Secondary Learning Act. This information will be used for recruiting purposes and REAP administration. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you require further information concerning the collection and use of this information, please contact the HR Advisor at SAIT Human Resources (403) 284-8633.