



# Cleared Talent Referral Program

The program is open to persons affiliated and unaffiliated with NT Concepts to help attract, hire, and retain the very best talent for our customers and their critical missions. To participate in this program, you must be an individual (i.e., not a business entity) and a legal resident of the United States who is at least 18 years of age.

**Important: Current employees should refer to the Employee Referral Program found on the corporate intranet for specific internal program policies.**

## Clearance Statuses and Payout Structure:

Clearance Level	Up to Amount
Active TS/SCI + FS Poly	\$10K
Active TS/SCI + CI Poly	\$7.5K
Active TS/SCI	\$5K
Active Secret / TS	\$3K
Non-technical / Non-billable	\$1.5K

Review the program terms and conditions to ensure both you as the referrer and your candidate meet the program rules.

## Terms and Conditions

These terms and conditions apply to the NT Concepts ("NTC" or the "firm") Cleared Talent Referral Program (the "Program"). By participating in the Program, you agree to the following with respect to referring potential candidates for employment with NTC.

**1. Participation in the Program.** Participation in the Program is restricted to current employees of NTC, former employees of NTC, non-government employees, and non-NTC employees. This Program is not open to staffing agencies or individuals acting on behalf of any staffing agency. All referrals must be submitted via this site. You may not authorize others to provide referrals on your behalf or contract out your participation to anyone.

By participating in the Program, you represent to NTC that you are not subject to any contract, legal duties or other obligations that prohibit or restrict you from referring individuals for employment to the firm or otherwise participating in the Program, to

include but not limited to non-solicitation obligations with current or prior employers. If at any point in the future, you become subject to any such obligations, you agree that you will cease participation in the Program and notify NTC's [talent team](#). NTC will not be obligated to pay any referral fee to you where such payment would be in violation of applicable law or a contract between NTC and another entity (e.g., your employer) or in violation of any agreement to which you are subject, such as with current or prior employers.

By participating, you also represent that you are not a current employee of the U.S. Government or any quasi-public institution owned by the U.S. Government.

You agree that, by participating in the Program, you are not an agent or representative of NTC and you cannot make promises or commitments on behalf of the firm, as it relates to employment with NTC or otherwise.

**2. Eligible Referrals.** In connection with the Program, you may only contact individuals eligible for referrals about potential employment at NTC. An eligible referral is an individual who:

- Is not you
- Is personally known to you
- You believe meets all qualification or position requirements detailed in the relevant job posting(s)
- Is not a current employee of the U.S. Government (or any quasi-public institution owned by the U.S. Government)
- Is not a current employee, or contractor of an NTC client
- Is not someone who has been an NTC employee within the past three years
- Holds an active security clearance
- To the best of your knowledge, is not subject to any restrictions that would prevent them from interviewing or accepting employment with NTC

**3. Vetting Referrals.** Any referral must be submitted by you to NTC by way of this site or [jobs@ntconcepts.com](mailto:jobs@ntconcepts.com). Submittal must include the referral's full name and contact information (either email and/or phone). A resume is preferred. NTC will not be obligated to interview, engage in employment discussions or offer employment to any individual; all interviewing, employment and hiring decisions (and the timing thereof) will be at NTC's sole discretion.

**4. Payment of Referral Fee.** NTC will pay you a referral fee up to ten thousand dollars (\$10,000.00) based on the job requirements, the referral's qualifications, and the referral's security clearance level for each individual that you refer to NTC where that person is hired by the firm as a regular full-time employee subject to the following conditions:

- The individual remains a fulltime employee for sixty (60) days following their start date; and

- The individual is not hired as a temporary employee

The payment of the referral fee will be made to you on the first day of the referral's employment at NTC, provided that all conditions listed above have been met. You must be a citizen of the United States and provide a valid bank account for payment of the referral bonus.

5. **Taxes.** By participating in this Program, you agree that you will be solely responsible for all taxes related to the referral fee; NTC will issue you a 1099. You agree to provide the necessary information required by NTC's Finance team to process the payment.

6. **Terms of the Program.** The terms and conditions identified above represent the entire scope of this Program. The terms of the Program may only be modified by a written document signed by NTC's Vice President of Talent. Any dispute with regard to this Program will be subject to the laws of the Commonwealth of Virginia (excluding its conflict of laws provisions).