Employment Information Receipt Form

Name: __________________________________________________________

Position: ________________________________________________________

I, ___________________________ acknowledge receipt of the following documents:

☐ College Catalog
☐ Faculty Job Description
☐ Employee Handbook
☐ Faculty Handbook

In accepting employment, I agree to uphold the mission and objective of the school, and will abide by the regulations, policies, procedures and standards that govern the school.

_______________________________________  _____/_____ /_____
Employee’s Signature                          Date