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## New Employee Document Acknowledgement

This is to acknowledge that while completing my employment application, I have received and reviewed the following documents:

- \_\_\_\_\_ Job Description
- \_\_\_\_\_ Attendance and Leave Policy
- \_\_\_\_\_ Orientation Document
- \_\_\_\_\_ Payroll Policy
- \_\_\_\_\_ Personnel Record Confidentiality Policy

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date