



WESTWAYS STAFFING SERVICES, INC.

In-Service Acknowledgement

ACKNOWLEDGEMENT OF RECEIPT OF HIRING POLICY AGREEMENT

I have received, reviewed and understand my job description for Westways Staffing Services, Inc. given to me at the time of orientation. I agree to abide by the job description as terms of my continued employment with Westways Staffing Services.

Initials ____ Date: _____

ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL MANUAL

This is to acknowledge that I have received a copy of the Personnel Manual and understand that it contains important information on Westways Staffing Services, Inc.'s general personnel policies and my duties and obligation as an employee. I will familiarize myself with the manual and understand that I am governed by its contents. I further understand that the company may change, rescind or add any policies, benefits, or practices described in the handbook from time to time in its sole and absolute discretion with or without prior notice.

Initials ____ Date: _____

ACKNOWLEDGEMENT OF RECEIPT OF FACTS ABOUT WORKERS COMPENSATION BENEFITS BROCHURE

I have received, reviewed and understand Facts about Workers Compensation Benefits Brochure given to at the time of my application. I have been informed that I have the right to choose a personal physician to treat me in the event of an injury occurring while providing services for Westways Staffing Services, Inc. I agree to abide by the Worker Compensation policies and procedures outlined in the personnel manual.

Initials ____ Date: _____

ACKNOWLEDGEMENT OF RECEIPT OF JCAHO AND OSHA CORE COMPETENCIES

I have received, reviewed and understand the JCAHO and OSHA Core Competencies. Westways Staffing Services, Inc. strives to keep all staff updated on current health care practices and encourages all staff to become familiar with these competencies and to implement them in their daily practice.

Initials ____ Date: _____

Employee
Signature: _____

Date: _____