

# Sample Employee/Volunteer Hiring Receipt Documentation

## Receipt

*[Include written acknowledgement to be signed by employee, such as the following.]*

I have received a copy of [CHURCH's] Employee Hiring/Volunteer Practices Language (dated \_\_\_\_\_) and have read it carefully. I understand all its rules, policies, terms, and conditions and agree to abide by them. I realize failure to do so may result in disciplinary action or termination of employment or volunteer status. I understand and agree my employment or volunteer status may be terminated at will, so both [CHURCH] and I remain free to choose to end our work relationship at any time. I also understand the church remains free to change, revise, or eliminate any or all of the employment benefits provided at any time.

I understand signing this agreement in no way creates an express or implied contract of employment between the church and me. I also understand this information is only intended to provide a better and more understandable working atmosphere so long as the employee/employer or church-volunteer relationship exists.

Date: \_\_\_\_\_

Employee's/Volunteer's Signature:

\_\_\_\_\_

Employee's/Volunteer's Name (Printed):

\_\_\_\_\_

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