

Capital Care

Gentle hearts & hands that love & care

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EMPLOYEE ACKNOWLEDGMENT FORM

The bill of Rights and Responsibilities described in detail the workplace values which every Capital Care employee should learn, understand and utilize when working for Capital Care. The Corporate Personnel Policy Manual describes important information about your association with Capital Care.

You may consult your Division Director, a supervisor, or a staff of Human Resources Department regarding any questions or suggestions you may have.

I acknowledge that I have received a copy of the Corporate Policies, including the Employee Bill of Rights and Responsibilities.

Employee's Signature

Date

Employee's Name (Print neatly)

Division Name

Employee's Social Security Number

Division Number

Attention Division Director:

This form should be completed by the employee after he/she has received the Capital Care Corporate Policies and the Employee Bill of Rights and Responsibilities, and sent to the Human Resources Department to be placed in the employee personnel file.