**Acknowledgement Form  
Receipt of Documents**

I hereby acknowledge that I have received a copy of the following:

* *Town of Longboat Key Personnel Rules and Regulations, which includes the Town’s Drug Free Workplace Policy*
* *Town of Longboat Key Internet Policy*
* *Town of Longboat Key Computer Workstation Policy*

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Print Name Date

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Signature

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| **Sign and Return this form upon receipt of listed documents to:**  **Human Resources**  **To be retained in Employee Personnel File** |