

# Administration Receipt Form

This confirms I have received: (please check)

- The My Broadcasting Corporation Handbook. I have read the policies, rules and regulations and reviewed it with my Manager. I agree to abide by them.
- I have received the My Broadcasting Corporation Business Philosophy and the My Broadcasting Corporation Strategic Objective. I have read and reviewed with my manager and understand my responsibility in assisting mbc meet these objectives.
- I have received and completed my employee forms with all required information.
- I have reviewed the form for a vacation request and understand the process.
- I have signed my agreement of employment.

Further, it is my responsibility to ask my Manager any questions I may have about these policies, rules and regulations if I do not understand them.

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME PRINTED: \_\_\_\_\_

MANAGER SIGNATURE: \_\_\_\_\_

**EMPLOYEE:** Sign and date the above statement and give to the Station Manager.

**MANAGER:** The above statement signed and dated by the employee and manager and must be submitted to the Group Administrator before the first paycheck for a new hire will be issued.