



Eddystone Primary School
Achieving
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APPENDIX C EMPLOYEE ACKNOWLEDGEMENT FORM

I _____ (employee's full name)

acknowledge that I have received a copy of the Staff Conduct Policy and understand that this document describes the conduct and behaviour expected of me as an employee of the Department.

Line Manager (print name)

Employee (signature)

Line Manager (signature)

Date

Date

Employee ID No. _____

The original signed form must be sent to the Records Management and Library Services Branch in Central Office to be placed on the individual employee's Departmental Personnel File.
The employee must receive a copy.