**Job Description Acceptance**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms of Acceptance**

I have read the attached job description for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (job title) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company Name). I fully understand the job description. I am able to perform the essential functions and meet the job requirements of the position. I also understand that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company Name) may revise this job description at any time as business needs dictate. I realize that the job description is not intended to be an exhaustive listing of all of the functions of the job, nor is it to limit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company Name) right to assign other functions to an employee in this position. This job description does not constitute a written or implied contract of employment and does not alter the employment at-will relationship.

In addition, I have discussed the job description with my supervisor and have gone over the following items as it pertains to the aforementioned position:

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| **Job Description Elements** | **Employee Initial** |
| **Basic Purpose** |  |
| **Essential Functions** |  |
| **Job Qualification Requirements** |  |
| * **Knowledge/Experience** |  |
| * **Equipment, Tools And, Software** |  |
| * **Licenses/Certification** |  |
| * **Other Requirements** |  |
| **Physical Demands** |  |
| **Work Environment** |  |

*Please Sign and Date after reviewing the job description:*

Employee: Date:

Supervisor: Date: