

Polk County Public Schools
Human Resource Services
1915 S. Floral Avenue
Bartow, FL 33830

**EMPLOYEE HANDBOOK AND BENEFITS
INFORMATION**

My signature below confirms that I have read, understand and am responsible for the information contained in the Employee Handbook and Benefits Information book. I also acknowledge that the Employee Handbook and Benefits Information book will be returned to my school or worksite upon my leaving employ at the school or worksite where I received the handbook.

Print
Name _____

Signature _____ Date _____

Social Security # (last six digits) _____

SAP# _____

Copy 1 – Employee
Copy 2 – School/Worksite
Copy 3 – District Personnel Folder/HRS