

Seasonal Employee Information and Acknowledgement Form



Exclusively for Subscription Clients

Many organizations hire seasonal employees during busy times of the year. The actual orientation and work requirements may look a little different from employees who work year round. As a result, it is good HR practice to establish a separate orientation program for these temporary workers. As part of this process, all seasonal workers should sign off on a form that they have received training and information related to their employment and that they agree to the terms of their employment as described. This acknowledgment form should be in addition to the policy manual acknowledgment and other acknowledgment forms required of all employees.

Please note that this information was correct as of the date it was placed on Sikich LLP's website. While we will make a good faith effort to keep the information current, it is the responsibility of users of this section to ensure that they are viewing the most updated information. There is no guarantee of applicability in your state and local and state guidelines/laws should be considered. We cannot be responsible for actions based on outdated information. Remember that you can always call to verify current information.

**SEASONAL EMPLOYEE INFORMATION
AND ACKNOWLEDGMENT FORM**

This form provides information regarding your short-term seasonal employment with the **organization name**.

1. The **organization name** in no way guarantees that you will be re-employed by the **organization name** after your current term of employment ends.
2. The **organization name** advertises for seasonal job openings through regular advertisement channels .The **organization name** will not remind or prompt you to apply for a subsequent seasonal job with the **organization name**.
3. If you wish to be considered for another seasonal job with the **organization name** in subsequent years, you must submit a new employment application and comply with all hiring requirements.
4. If, after the completion of the hiring process, the **organization name** chooses to re-employ you for future seasonal employment, you will in no way be guaranteed additional benefits due to your prior seasonal employment with the **organization name**.

This information form is not an express or implied contract of employment and does not create any rights in nature of an employment contract. Your employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of the **organization name**.

I acknowledge having received, read, and understand the contents of the Seasonal Employee Information and Acknowledgment Form.

Employee Name: _____

Employee Signature: _____

Date: _____

Witness Signature: _____