



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

WENZHOU-KEAN UNIVERSITY EMPLOYEES

I, _____ (*please print name*), certify

that I have received the following documents from the Office of Human Resources upon my employment:

Documents to Complete and Submit to Human Resources:

- ✓ Application for Employment
- ✓ Updated Emergency Contact Information
- ✓ Completed Document Checklist

For Your Records

- ✓ Faculty Handbook

Signature:

Date: