

WORK RELEASE FORM

Project Name: _____ Location: _____

Employee Information:

Full Name: _____

Employee ID / Social Security No.: _____

Department / Position: _____

Supervisor Name: _____

Work Description and Scope:

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Work Schedule:

Start Time: _____ End Time: _____

Breaks and Lunch: _____

Safety and Compliance:

Employee agrees to comply with all applicable safety regulations and company policies during the performance of work. Employee acknowledges receipt of all necessary safety equipment and training. Failure to adhere to safety standards may result in disciplinary action according to company policy and applicable law.

Compensation and Payment Terms:

Hourly Rate / Salary: _____

Overtime and Bonuses: _____

Employee Acknowledgments and Agreements:

1. Work Authorization

Employee represents that he/she is authorized to perform the work described herein and is legally eligible for employment in the United States.

2. At-Will Employment

Nothing in this form creates an employment contract or guarantees employment for any specific period. Employment may be terminated at-will by either party.

3. Confidentiality

Employee agrees to keep confidential all proprietary and sensitive information obtained during the course of employment.

4. Health and Safety

Employee agrees to immediately report any injury, unsafe conditions, or health concerns to the employer.

5. Equipment and Property

Employee shall use company equipment responsibly and return all property upon termination of employment.

6. Compliance with Laws

Employee agrees to comply with all applicable federal, state, and local laws, regulations, and company policies.

7. Indemnification

Employee agrees to indemnify and hold harmless the employer from any claims, damages, or losses arising from the employee's negligence or misconduct.

8. Dispute Resolution

Any disputes arising under this agreement shall be resolved in accordance with the employer's established procedures and applicable law.

9. Entire Agreement

This form constitutes the entire agreement regarding work release and supersedes all prior discussions or agreements.

10. Amendments

Any amendments to this form must be in writing and signed by both the employer and employee.

EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Date: _____

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