

IT Equipment and Software Access Acknowledgment

Employee Name: [Employee Full Name]

Job Title: IT Recruiter

Department: Human Resources / Recruitment

Date: [Date of Receipt]

1. Hardware Equipment Received

- Laptop Brand/Model: [Model Name]
- Serial Number: [Serial Number]
- Peripherals: [Monitor, Keyboard, Mouse, Headset, etc.]

2. Software and System Access Granted

- Applicant Tracking System (ATS): [Name of System]
- Job Board Access: [LinkedIn Recruiter, Indeed, etc.]
- Corporate Email: [Email Address]
- Internal Communication Tools: [Slack, Teams, etc.]
- Other Tools: [Sourcing Tools, CRM, etc.]

3. Terms and Conditions

By signing this document, I acknowledge and agree to the following:

- I have received the equipment listed above in good working condition.
- I will use the hardware and software for professional purposes only, in accordance with company policy.
- I am responsible for maintaining the security of my login credentials and will not share passwords.
- I will report any loss, theft, or damage to the IT department immediately.
- I understand that all candidate data accessed via the software is confidential and must be handled according to privacy regulations (GDPR/CCPA).
- Upon termination of my employment, I will return all hardware and relinquish access to all company software.

Employee Signature

IT/HR Representative Signature