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## NEW EMPLOYEE HIRE CHECKLIST

(MUST BE COMPLETED AND SUBMITTED BEFORE STARTING EMPLOYMENT,  
ANY MISSING OR INCOMPLETE INFORMATION MAY RESULT IN DELAYED EMPLOYMENT START DATE)

**EMPLOYEE NAME** (*Last, First*): \_\_\_\_\_

**DEPARTMENT / OFFICE:** \_\_\_\_\_

- ☐ Employee Hire/Rehire Confirmation Form
- ☐ Application for Employment
- ☐ Employment Agreement Schedule
- ☐ Job Description\*
- ☐ Resume
- ☐ Copy of Educational Credentials  
(such as, but not limited to transcript(s), diploma(s), certification(s), etc.)
- ☐ Applicant Information Release
- ☐ IT Department Request Form
- ☐ Employee Non-Compete Agreement  
(for Admission & Career Services/Externship dept. employees)
- ☐ Follow-Me Calling Form
- ☐ CIE Personnel Form (for all FLORIDA employees)

\* Must be provided by manager

### DOWNTOWN BROOKLYN

151 Lawrence Street  
Brooklyn, NY 11201  
Tel: 718 - 522-9073

### MIDTOWN MANHATTAN

1293 Broadway/One Herald Center  
New York, NY 10001  
Tel: 212-672-6450

### DANIA BEACH

225 E Dania Beach Blvd, Suite 120  
Dania Beach, FL 33004  
Tel: 786-279-1740

### HIALEAH

530 West 49th Street  
Hialeah, FL 33012  
Tel: 786-279-2643