



WWW.ASA.EDU

## Employment Information Receipt Form

Name: \_\_\_\_\_

Position: \_\_\_\_\_

I, \_\_\_\_\_ acknowledge receipt of the following documents:

- College Catalog\*
- Job Description
- Employee Handbook\*
- Faculty Handbook\*
- Annual Security Report and Safety Plan\*
- ASA Paid Sick Leave Notice\* (*NYC employees only*)

In accepting employment, I agree to uphold the mission and objective of the school, and will abide by the regulations, policies, procedures and standards that govern the school.

I understand that my employment is at-will as stated in ASA College Employee Handbook under the Terms of Employment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\* This document is available for viewing and/or downloading on ASA College web site: [www.asa.edu](http://www.asa.edu)

### 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

### NORTH MIAMI BEACH

3909 N.E. 163rd Street  
North Miami Beach, FL 33160  
Tel: 786-279-1740

### HIALEAH

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