



ASA INSTITUTE

Employment Information Receipt Form

Name: _____

Position: _____

I, _____ acknowledge receipt of the following documents:

- College Catalog
- Faculty Job Description
- Employee Handbook
- Faculty Handbook

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.

Employee's Signature

_____/_____/_____
Date