

Midtown Manhattan

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ASA INSTITUTE

NEW EMPLOYEE HIRE CHECKLIST

(MUST BE COMPLETED AND APPROVED BEFORE STARTING EMPLOYEMENT)

NAME OF EMPLOYEE _____

DEPARTMENT / OFFICE _____

- Resume
- Application for Employment
- I-9 Form (Employment Eligibility Verification)
- Copy of Employment Authorization Document (In Case of Foreign Nationals)
- Copy of Social Security
- Copy of Picture I.D.
- Completed W-4 Form (Please PRINT)
- Completed and approved New Hire/Rehire Confirmation Form
- Copy of Educational Credentials - Transcripts and Diploma. (Original Transcripts and / or Evaluations of Foreign Credentials must be requested)
- ACICS Data Sheet (Faculty or Staff)
- Emergency Notification Information
- Drug Free Workplace Policy Sign-off