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# Employment Requisition Form

**Purpose:** This form is used to get the required approvals for all new staff.

**Directions:** Please complete the following information and attach a detailed Job Description.

**Position Title:** \_\_\_\_\_

**Salary Range:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Employment Status** (check appropriate entry)

Full-time       Part-time      If part-time, number of anticipated weekly hours \_\_\_\_\_

**Hiring Chairperson/Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vice President** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DOWNTOWN BROOKLYN**  
81 Willoughby 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