



WWW.ASA.EDU

## 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
- ASA Arbitration program Sign-Off
- Emergency Contact Information
- Job Description \*
- Resume
- Employee Educational Credentials Data Sheet
- Copy of Educational Credentials (such as, but not limited to transcript(s), diploma(s), certification(s), etc.)
- Applicant Information Release
- I-9 Form, completed with supporting documentation:
  - Copy of Social Security Card
  - Copy of Government issued picture I.D. (Please refer to "I-9 - LIST A - documents required for employment at ASA.docx" for acceptable documents)
- Verification of Work Authorization (in case of foreign nationals)
- Self-Identification Form
- Completed W-4 Form (Please PRINT or WRITE CLEARLY)
- Employee Dependent Information Form
- Direct Deposit Authorization Form (Employee Checking or Savings account) and/or Pay Card Deposit Authorization form
- IT Department Request Form
- Policy on taking business sensitive information outside of ASA's secure computing environment (Must sign prior to employment for: Faculty, Marketing and Advertising employees, as well as employees of supervisory level, starting from Coordinator and up)
- Policy on Prohibition of Incentive Compensation under the DOE Program Integrity Rules (Must sign prior to employment for: Admission and Financial Aid dept. employees only)
- Employee Non-Compete Agreement (for Admission & Career Services/Externship dept. employees)
- Drug Free Workplace Policy Sign-Off
- Drug Testing Sign-Off (for drivers with CDL license only)
- Employee Information Receipt Sign-Off
- Follow-Me Calling Form
- Medical Acceptance/Declination Form
- Acknowledgment of Receipt Form - NY (Sick Leave Information)
- NYC Commuter Benefits Enrollment / Waiver Form
- CIE Personnel Form (for all FLORIDA employees)

\* Must be provided by manager

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