



# SEPARATION AND RELEASE AGREEMENT

This Separation and Release Agreement ("Agreement") is made and effective

this date: \_\_\_\_\_ between

the "Employee": Name \_\_\_\_\_,

an individual with his main address at: \_\_\_\_\_

AND ASA COLLEGE (the "Company"), a corporation organized and existing under the laws of the NY State, with its head office located at:  
81 Willoughby Street  
Brooklyn, NY 11201

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

### TERMS:

The Employee hereby authorizes Company to release information to prospective employers regarding his employment with this company, including but not limited to, dates of employment, salary history, employment history, disciplinary actions, attendance record, performance, and employment related documents.

The Employee hereby releases his former and prospective employers, their employees, agents, officers, directors and affiliates from any and all liability for damages of whatever kind, which may at any time result to Employee, his family or associates, because of compliance with this authorization and request to release information or any attempt to comply with it.

This release is executed with full knowledge and understanding that the information to be provided is for the sole purpose of gaining employment, and shall remain in effect until such time as the Employee withdraws said release in writing to the company named above.

COMPANY:

FORMER EMPLOYEE:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

#### 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