



## Handbook Acknowledgement

I acknowledge that I have received a copy of this Handbook, which describes important information regarding Advanced Staffing Associates, and understand that I should consult my recruiter if I have questions.

I have entered into employment with Advanced Staffing Associates voluntarily and acknowledge that it is not guaranteed for a specified length of time. I understand and agree that nothing in the Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Advanced Staffing Associates is employment at-will, which may be terminated at the will of either Advanced Staffing Associates or myself. Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the Handbook may occur, except to Advanced Staffing Associates policy of employment-at-will. I understand that Advanced Staffing Associates may change, modify, suspend or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies. All policies outlined in this Handbook are effective as of January 2016.

In consideration of my hiring and employment by ASA, I agree not to accept employment directly or indirectly, whether full-time or part-time with any client of ASA to whom I am assigned and for a period of one hundred eighty (180) days following completion of any assignment with the Client.

I understand and agree that in consideration for the placement services provided by Advanced Staffing Associates, that I have read (and/or will read) and will comply with the policies contained in this Handbook and any revisions.

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Employee Name – Printed

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Employee Name – Signature

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Date