

STUDENT EMPLOYMENT DATA FORM (Form #3)

<u>ALL students to be hired MUST be currently enrolled at Cheyney University of</u> <u>Pennsylvania and in active student status for the semester of employment.</u>

The Office of Human Resources assists departments with hiring students and tracking work hours to facilitate the student payroll process. <u>Students are required to complete this data form</u> which will accompany the Student Hiring Action Request which is completed by the Supervisor. Students should direct questions to the hiring supervisor or their designee.

DEMOGRAPHIC INFORMATION

Position:	Department	
Student Name:		
	unior, Senior or Grad Student	
Academic major:	GPA	
Campus address: (Hall & Room)		
Home address:		
Telephone	Cheyney email address	
Emergency contact:	Phone	
EMPLOYMENT INFORMATION		
Have you worked on campus before	? Yes⊡No □	
If "Yes", which semester?	Former supervisor	
Please list the days, times and hours	s you are available to work:	
Monday:		
l uesday:		
wednesday:		
Thursday:		

Please note:

- Students will be contacted by the Office of Human Resources to complete employment paperwork.
- Students must remain in good academic standing to continue to work on campus.

Friday:

- Students will be expected to observe the professional behavior noted in the <u>Student Workplace Guide</u>.
- Students shall not begin employment until ALL supporting documents including the I9 Employment Verification, W4 and Direct Deposit paperwork are completed for the Office of Human Resources.