



STUDENT EMPLOYMENT DATA FORM (Form #3)

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

The Office of Human Resources assists departments with hiring students and tracking work hours to facilitate the student payroll process. Students are required to complete this data form 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: _____

Are you a Freshman, Sophomore, Junior, 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 you are available to work:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

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.
- Students will be expected to observe the professional behavior noted in the [Student Workplace Guide](#).
- 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.

(Student Signature)

Date