



Student-Employment Form

Section 1- Completed by Student & Hiring Department

Cabrini students who will be student employees should complete this portfolio and send it to the Human Resources Department at humanresources@cabrini.edu

Student Name: _____

Student ID: _____

Cabrini Email: _____

Student Phone#: _____

All new students must complete the I-9 verification, W-4, Direct Deposit, Workers Compensation Forms, Local Services Tax-Exemption Certificate (optional), and Residency Certification Form.

I affirm that I have read and understand the rules and regulations that govern the Federal Work-Study Program, and/or Student Jobs Program, and that I will abide by those rules and regulations.

I affirm that I will not begin my employment until all paperwork is complete and submitted to Human Resources, including my I-9 verification.

Student Signature: _____

Date: _____