NEW CET REQUIRED DOCUMENTATION

EMPLOYEE NAME_____ **DEPARTMENT**_____

Please click on the links below. Print and complete ALL the required documents, which are needed for your on-boarding appointment and must be submitted to the Office of Human Resource Services before you may begin working. Submissions that do not minimally contain the following documents cannot be processed:

CUNY Employment Application

1. [ ] Part One & Two
2. [ ] Part Three
3. [ ] Part Four

CUNY New Employee Print and Sign forms

4. [ ] Personal Data Form
5. [ ] Emergency Contact Information
6. [ ] Statement of Citizenship
7. [ ] Emergency Evacuation Assistance
8. [ ] Self-Identification Ethnicity form
9. [ ] Self-Identification Veteran form
10. [ ] Self-Identification of Disability form
11. [ ] W-4, IT-2104
12. [ ] Direct Deposit Form and Addendum Direct Deposit of Salary Enrollment Forms
13. [ ] IT Security Orientation
14. [ ] Amended Constitutional Oath
15. [ ] Brooklyn College Individual Email / Network Account Application

CUNY Employment Policies

16. [ ] CUNY Policy Checklist/Receipt of Policies for New Hires

Additional Required Documents:

17. [ ] I-9 Form and List of acceptable documents for I-9 Verification
18. [ ] Social Security Card Original - for payroll purposes
19. [ ] Appointment Letter

CUNY The City University of New York