



## EMPLOYMENT APPLICATION

APPLICANTS – Please check online to see the USCIS Form I-9 Acceptable Documents List. If you cannot provide any of those documents, you will not be eligible for employment.

DATE: \_\_\_\_\_

NAME (print): \_\_\_\_\_ UM ID (C#): \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
Email: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
RELATIONSHIP: \_\_\_\_\_

WORK STUDY HOW MUCH? \_\_\_\_\_  NON-WORK STUDY

### PLEASE CHECK ALL APPROPRIATE BOXES:

UM STUDENT  NON-UM STUDENT  
 MIAMI COMMITMENT  OTHER

MAJOR: \_\_\_\_\_ HRS. COMMITTED TO WORK WEEKLY: \_\_\_\_\_

CLASSIFICATION:  Fresh.  Soph.  Jr.  Sr.  Grad.

Expected Graduation Date: \_\_\_\_\_

Do you currently have another job or are you currently employed by UM? YES  NO

List any qualities and qualifications that could make you a strong candidate for the Rathskeller:

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The Rathskeller is a pub serving the University of Miami campus. We are looking for employees who are prompt, responsible and are willing to work in a restaurant environment. All our employees are expected to be flexible in their attitudes and work schedule. Occasional weekend work may be required from everyone. All employees are required to obtain Alcohol & Food Certifications and be able to attend weekend staff meetings. It is all about having the proper work attitude and pride in doing a job right!

**TIMES IN WHICH YOU ARE AVAILABLE:  
RATHSKELLER AVAILABLE WORK HOURS  
ARE: Mon - Fri 8 AM - 10 PM**

Mon: \_\_\_\_\_  
Tues: \_\_\_\_\_  
Wed: \_\_\_\_\_  
Thurs: \_\_\_\_\_  
Fri: \_\_\_\_\_

How did you hear about this employment opportunity? :

- Advertisement                       Student Employment  
 Friend                                       Employee (Name: \_\_\_\_\_)

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**\*UPON EMPLOYMENT, APPLICANTS MAY BE SUBJECT TO A BACKGROUND CHECK.**

***Send applications to [umrat@miami.edu](mailto:umrat@miami.edu)***

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	OR	<b>LIST B</b> <b>Documents that Establish Identity</b>	AND	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**