# Application for Student Employment
## DIVERSITY, INCLUSION, & SOCIAL JUSTICE

DATE:                    SEMESTER APPLYING FOR:

**PERSONAL INFORMATION**

NAME:

CURRENT ADDRESS:

CITY:    STATE:  ZIP:

CURRENT PHONE:

EMAIL ADDRESS:  MAJOR:

STATUS (CHECK ONE)    ☐FRESHMAN    ☐SOPHOMORE    ☐JUNIOR    ☐SENIOR    ☐GRADUATE STUDENT

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**EMPLOYMENT INFORMATION**

Position(s) you are applying for

*Have you been awarded work study?* ☐ *Yes* ☐ *No*    *If yes, how much?*

*If unsure, please visit MyUNIverse to view your financial aid award notification, located under the finances tab.*

**Times _available_ to work (list all times desired, remember to indicate a.m. or p.m.)** Departments may or may not have your ideal schedule available.  Try to be as flexible as possible.

Sunday                  Thursday

Monday                  Friday

Tuesday                 Saturday

Wednesday

Hours          per week

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**EMPLOYMENT HISTORY**

1.  Employer                                        Phone Employer

Duties

2.  Employer                                        Phone Employer

Duties

## SKILLS

List specific skills you have (i.e. computer skills, writing, painting, carpentry, cash register operation, artistic skills, cooking, clerical, custodial, etc.)

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## REFERENCES

Please provide the names, relationships, and phone numbers for at least two references.

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SIGNATURE                                                    DATE

The above information is accurate to the best of my knowledge. I understand that completion of this application does not guarantee employment.

**Drop off or mail completed applications to: Center for Multicultural Education, University of Northern Iowa**
**109 Maucker Union, Cedar Falls, IA 50614-0165**
**www.uni.edu/cme**

**PLEASE SEE THE FOLLOWING PAGE FOR IMPORTANT INFORMATION REQUIRED PRIOR TO WORKING ON-CAMPUS.**

Prior to working on-campus, you must fill visit Career services to complete hiring paperwork (https://careerservices.uni.edu/).

You will be required to bring original (not photocopied) documents verifying your identity and employment eligibility to your supervisor prior to beginning work. Also, because direct deposit of payroll is mandatory, you will also need to have bank account and routing number information available.

**You must produce a document from list A <u>or</u> a document from BOTH list B AND list C.**

# LISTS OF ACCEPTABLE DOCUMENTS

## LIST A

**Documents that Establish Both Identity and Employment Eligibility**

**1.** U.S. Passport (unexpired or expired)

**2.** Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

**3.** An unexpired foreign passport with a temporary I-551 stamp

**4.** An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)

**5.** An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

## LIST B

**Documents that Establish Identity**

**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

**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

**3.** School ID card with a photograph

**4.** Voter's registration card

**5.** U.S. Military card or draft record

**6.** Military dependent's ID card

**7.** U.S. Coast Guard Merchant Mariner Card

**8.** Native American tribal document

**9.** Driver's license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

**10.** School record or report card

**11.** Clinic, doctor or hospital record

**12.** Day-care or nursery school record

## LIST C

**Documents that Establish Employment Eligibility**

**1.** U.S. Social Security card issued by the Social Security Administration *(other than a card stating it is not valid for employment)*

**2.** Certification of Birth Abroad issued by the Department of State *(Form FS-545 or Form DS-1350)*

**3.** Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal

**4.** Native American tribal document

**5.** U.S. Citizen ID Card *(Form I-197)*

**6.** ID Card for use of Resident Citizen in the United States *(Form I-179)*

**7.** Unexpired employment authorization document issued by DHS *(other than those listed under List A)*