## Employee Information

**Archdiocese of Miami**

**Finance Office - Payroll**

**9401 Biscayne Boulevard**

**Miami Shores, FL 33138**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Information | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | |  | | | | | | | | | | | | | |  | | | | |  |
| Last | | | | | | | | | | | | | | | | First | | | | | M.I. |
| Address: | | |  | | | | | | | | | | | | | | | | | |  |
| Street Address | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # |
|  | | |  | | | | | | | | | | | | | | | |  | |  |
| City | | | | | | | | | | | | | | | | | | | State | | ZIP Code |
| Home Phone: | | | | |  | | | | | | | Alternate Phone: | | |  | | | | | | |
| E-mail Address: | | | | | | |  | | | | | | | | | | | | | | |
| Driver License Number: | | | | | | | |  | | | | | | | | | | | | | |
| Social Security Number or Government ID: | | | | | | | | | |  | | | | | | | | | | | |
| Birth Date: | |  | | | | | | | Marital Status: | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Emergency Contact Information | | | | | | | | | | | | | | | | | | | | | |
| Full Name: |  | | | | | | | | | | | | |  | | | | | |  | |
|  | Last | | | | | | | | | | | | | First | | | | | | M.I. | |
| Address: |  | | | | | | | | | | | | | | | | | | |  | |
|  | Street Address | | | | | | | | | | | | | | | | | | | Apartment/Unit # | |
|  |  | | | | | | | | | | | | | | | | |  | |  | |
|  | City | | | | | | | | | | | | | | | | | State | | ZIP Code | |
| Primary Phone: | | | | | |  | | | | | | | Alternate Phone: | | | |  | | | | |
| Relationship: | | | |  | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Information – For Office Use ONLY | | | | | | | | | | |
| Title: |  | | | | | Department: | | | |  |
| Supervisor: | |  | | | | | E-mail Address: | | |  |
| Work Location: | | | |  | Cell Phone: | | | | |  |
| Pay/Rate: | | |  | | | | | | Work Phone: |  |
| Status: | | Exempt / Non-Exempt | | | | | | F/T, P/T, Temp: | |  |
| Start Date: | |  | | | | | | HR Approval: | |  |
|  | | | | | | | | | | |