



# Lamar University Work Study Employment Application

## **Instructions and Information for Applicants:**

1. Please print or type all information
2. Complete all sections of the application and do not write, "see resume".
3. A valid driver's license is required for all jobs that require employees to operate a motor vehicle.

## **Application Checklist:**

1. Did you type or print legibly?
2. Did you answer **ALL** questions completely?
3. Did you leave any sections blank? Of specific questions are not applicable, enter "NA".
4. Did you sign and date the application?
5. Did you attach your resume?

## **Deliver Your Completed Application To:**

Lamar University's  
Office of Student Financial Aid  
Wimberly Building  
Room 216  
P.O. Box 10042  
Beaumont, TX 77710

or

## **Fax Your Completed Application To:**

409-880-8934

# APPLICATION FOR EMPLOYMENT IN THE LAMAR UNIVERSITY'S WORK STUDY PROGRAM

Fill out the application form completely; if questions are not applicable, enter "NA". Do not leave questions blank.  
**A completed Resume must be attached.** A signature is required on this completed application.

STUDENT INFORMATION			
Last Name,	First Name	MI	Date of Birth (Month/Day/Year)
			Driver's License Number and State
Permanent Street Address		City	State
		Zip Code	Telephone Number
Local Street Address		City	State
		Zip Code	Telephone Number
Classification	Expected Graduation Date	Major	Overall GPA
Email Address			
Are you related to any Lamar employee, official or director? If yes, please specify.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a felony? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list your career goal(s):			

SKILLS & ABILITIES			
Please indicate any professional, craft, trade, office, or other skills and abilities you possess. (i.e. typing, shorthand, filing, office machines, computer/software, etc.)			
Skill	Speed	Length and Type of Training	Years of Experience
List any license(s), certificate(s), school course(s), or additional training which you feel would benefit a future employer:			

REFERENCES			
List three persons who are NOT relatives.			
Name	Address	Phone	Title

## EXPERIENCE

List most recent employer first. Then list other jobs in order from the most recent to the oldest.

Employer: Mailing Address: City, State, & Zip: Telephone No:		Job Title: Type of Business: Immediate Supervisor: Supervisor's Title:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	
Starting Date		Leaving Date		Starting Salary:	Reason for Leaving:
Month	Year	Month	Year		
				Ending Salary:	
Briefly describe your duties and responsibilities:					

Employer: Mailing Address: City, State, & Zip: Telephone No:		Job Title: Type of Business: Immediate Supervisor: Supervisor's Title:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	
Starting Date		Leaving Date		Starting Salary:	Reason for Leaving:
Month	Year	Month	Year		
				Ending Salary:	
Briefly describe your duties and responsibilities:					

Employer: Mailing Address: City, State, & Zip: Telephone No:		Job Title: Type of Business: Immediate Supervisor: Supervisor's Title:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	
Starting Date		Leaving Date		Starting Salary:	Reason for Leaving:
Month	Year	Month	Year		
				Ending Salary:	
Briefly describe your duties and responsibilities:					

## Work-Study Rules and Regulations

Lamar University sets high standards for its student employees, and compliance with these standards are a condition of employment. If you are offered a work-study position you need to carefully consider what would be required of you before you accept.

- I will abide by all Lamar University policies and procedures while working as a Lamar University work study student.
- I am aware that all information I become privy to while working as a Lamar University work study student is confidential and I will not compromise that trust.
- If for some reason I cannot make it to my scheduled job assignment I will notify my designated supervisor prior to my absence.

**Certification**—Each Application Requires Current Date and Signature

I hereby certify that all entries and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may result in immediate termination of employment. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application.

Signature: \_\_\_\_\_

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