



**LAMAR INSTITUTE OF TECHNOLOGY**  
**Member of the Texas State University System**  
**APPLICANT INFORMATION**

**Thank you for your interest in Lamar Institute of Technology. The following information will assist you in your job search. For additional assistance, please contact the Human Resources Office at (409) 880-8375 from 8:00 a.m.-5:00 p.m., Monday-Friday.**

**PLEASE READ BEFORE COMPLETING APPLICATION.**

1. Please fill out the application neatly and complete all sections. Please do not write “see resume”. A **signature is required** on completed applications.
2. To be considered as an applicant for a vacant position, **a separate Application Form, must be submitted to Human Resources for EACH open position**, (one application per job title and the six digit posting number) for which you are applying. **The Human Resources Office is unable to provide copies for you.**
3. Specify the position for which you are applying by writing the **Job Title and six digit Posting Number** where indicated on the application. (For Example, **Administrative Assistant -105710**)
4. Unsolicited resumes (not specifying a job title & posting #) will **NOT** be accepted.

**APPLICATIONS MUST BE SIGNED AND COMPLETED OR THEY WILL NOT BE PROCESSED.**

- Complete applications will be forwarded to the hiring department after the closing date of the position.
- The interviewing process will only be conducted by the hiring department.
- **The Human Resources Office will arrange NO interviews.**
- Applicants will be contacted by the hiring department if they are selected for an interview.

**WHERE POSITIONS ARE ADVERTISED:**

1. Weekly postings at the Human Resources Office-1030 East Florida, Beaumont, Texas 77705.
2. Visit our website at <http://dept.lamar.edu/humanresources> .
3. Professional, Administrative, and Faculty positions can also be found at [www.HigherEdJobs.com](http://www.HigherEdJobs.com)
4. Lists of general job titles are available on the 24-hour job hotline at (409) 880-8371 and the local Lamar University T.V. Channel 7.

**DELIVER YOUR APPLICATION TO:**

Human Resources Office  
1030 East Florida  
Beaumont, Texas 77705

**MAIL YOUR APPLICATION TO:**

Human Resources Office  
P. O. Box 11127  
Beaumont, Texas 77710

Lamar Institute of Technology is an Affirmative Action/Equal Employment Opportunity Employer, and all qualified applicants receive consideration in the selection process. Reasonable accommodations will be made in assisting persons with disabilities to complete the application process. Please inform Human Resources if an accommodation is needed.

Lamar Institute of Technology has available Crime Awareness, Campus Security, and Sexual Assault data concerning the Institute. These statistics can be viewed at the following website: <http://ope.ed.gov/security/instDetail.asp/UNITID=441760> . If you wish to obtain a copy of this brochure, you may request it from the Human Resources Department.



**LAMAR INSTITUTE OF TECHNOLOGY  
APPLICATION FOR ACADEMIC EMPLOYMENT**

<b>Name</b>	<b>Last:</b>	<b>First:</b>	<b>Middle:</b>	<b>Social Security Number:</b>
<b>Present Position:</b>				
<b>Position Applying For:</b>				
<b>Home Address:</b>				<b>Home Telephone:</b>
<b>Business Address:</b>				<b>Business Telephone:</b>
Are you related to any Texas State University System regent, Lamar faculty, staff, or other employee? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, list name(s) and relationship:				
If you are offered and accept employment at Lamar Institute of Technology, would you expect to be employed by any other tax supported agency at the same time? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, by what agency?				
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:				
<b>DEGREES</b> (Exact degree conferred)	<b>INSTITUTIONS</b>	<b>DATE</b> (Date conferred)	<b>MAJOR(S)</b>	
<b>Credits or programs beyond last degree:</b>				
<b>Date next degree is expected:</b>				
<b>Major area(s) of competency:</b>				
<b>Teaching preferences with fields:</b>				
<b>Academic or Administrative experience or professional interest:</b>				
<b>Non-Academic experience of general interest:</b>				

*(Over)*

FULL-TIME COLLEGIATE TEACHING EXPERIENCE:		
INSTITUTION	RANK	DATES

PART-TIME COLLEGIATE TEACHING EXPERIENCE:		
INSTITUTION	RANK	DATES

Before final consideration of your application, all your official collegiate transcripts must have been received by the Department Chair or the search Committee Chair through whom you are applying.

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void this application and any actions based on it. I understand that any offer of employment tendered me is contingent upon my agreement to abide by the rules and regulations of the Board of Regents of the State of Texas State University System. I authorize you to contact references and former employers.

Signature \_\_\_\_\_

Date \_\_\_\_\_

With few exceptions, you have the right to request, receive, review, and correct information about yourself collected using this form.

Lamar Institute of Technology is an equal employment opportunity/affirmative action educational institution and employer. Faculty and staff members are selected without regard to their race, color, creed, sex, age, disability, or national origin, consistent with the assurance of compliance with Title VII of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973; Civil Rights Act of 1991; Title I of Americans With Disabilities Act.



## LAMAR INSTITUTE OF TECHNOLOGY APPLICANT EEO DATA FORM

Federal and State guidelines require statistical analysis of our applicant information. The Human Resources Office maintains this confidential data. The applicant EEO data form will be separated from the application and will NOT be considered in employment decisions. Please return this form to the Human Resources Office, P.O. Box 11127 (1030 East Florida), Beaumont, Texas 77710.

<b>Social Security Number</b>		<b>Home Phone Number</b>		<b>Current Date</b>	
<b>Last Name</b>		<b>First Name</b>		<b>Middle Name</b>	
<b>Street Address</b>		<b>City</b>		<b>State</b>	
<b>Zip Code</b>					
<b>Gender Code</b>	<b>Ethnic Code</b>	<b>Birth Date</b>	<b>Veteran Status</b>	<b>Marital Status</b>	
F – Female M – Male	1 – White 2 – Black 3 – Hispanic 4 – Asian or Pacific Islander 5 – American Indian or Alaskan Native 6 - Multicultural 7 - Other	MM-DD-YYYY	1 – Veteran 2 – Surviving Spouse 3 – Orphan of Veteran 4 – N/A	M – Married S – Single D – Divorced W – Widow/er P – Separated Z - Other	
<b>What Source Informed You of This Position? (Check One)</b> <input type="checkbox"/> Employee of Lamar Institute of Technology <input type="checkbox"/> Texas Workforce Commission 1 <input type="checkbox"/> Lamar Institute of Technology Website <input type="checkbox"/> Lamar Institute of Technology Weekly Posting <input type="checkbox"/> www.higheredjobs.com <input type="checkbox"/> Chronicle of Higher Education Journal <input type="checkbox"/> Chronicle of Higher Education Online <input type="checkbox"/> Radio and/or T.V. <input type="checkbox"/> Newspaper <input type="checkbox"/> LU Job Hotline <input type="checkbox"/> Professional Journal (specify) <input type="checkbox"/> Website (Non-Lamar) (specify) <input type="checkbox"/> Other (specify)			<b>What Position Are You Applying For?</b> <input type="checkbox"/> Faculty <input type="checkbox"/> Staff  <b>Position Title:</b>  <b>Position Number:</b>  <b>Department:</b>		

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