



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
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
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A Member of The Texas State University System

APPLICATION FOR EMPLOYMENT

Fill out the application form completely; if questions are not applicable, enter "NA". Do not leave questions blank. Resumes will be accepted for additional information. Signature is required on completed applications.

Last Name		First	Middle	Social Security#	Date
Local Address		City	State	Zip Code	Telephone#
Other Address (if different from above)		City	State	Zip Code	Telephone#
Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (You must be able to provide proof of working eligibility.)			Are you related to any Lamar employee, official, or director? <input type="checkbox"/> Yes <input type="checkbox"/> No Who?		
Do you want employment for: <input type="checkbox"/> Temporary <input type="checkbox"/> Regular <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer			Have you ever worked for any Lamar campus before? <input type="checkbox"/> Yes <input type="checkbox"/> No Yr. Separated		
Type of position desired? Salary expected? \$			Dept. & Title: Campus: Security Sensitive positions require valid D.L. State: # Expiration:		
Have you ever served in the United States Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No			Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:		
Branch, Rank, Dates of Active Duty:					

EDUCATION AND TRAINING

Name of High School, College, Vocational, Technical or Secretarial Schools	Location City & State	Major Field of Study	Degree Received

SKILLS AND ABILITIES

Please indicate any professional, craft, trade, office, or other skills and abilities possessed by you. (I.E. drafting, typing, shorthand, office machines, computer/software packages)			
Skill	Speed	Length and Kind of Training	Years Experience
Are you now a licensed or certified member of a profession or trade? <input type="checkbox"/> Yes <input type="checkbox"/> No		License or certificate held:	

PROFESSIONAL REFERENCES

List Three Persons Who Are Not Relatives.

Name	Address	Phone	Title

EXPERIENCE

List most recent employment first. Request a supplemental sheet if needed. Please fill out completely and do not write "See Resume".

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

May we contact your current employer? Yes No If no, why? _____

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and ability 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 these rules and regulations of Lamar Institute of Technology. I authorize you to contact references and former employers.

Date _____ Signature of Applicant X _____

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 opportunity /affirmative action educational institution and employer. Students, 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 VI 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.



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.

Social Security Number		Home Phone Number		Current Date	
Last Name		First Name		Middle Name	
Street Address		City		State	
Zip Code					
Gender Code	Ethnic Code	Birthdate	Veteran Status	Marital Status	
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	
What Source Informed You of This Position? (Check One)			What Position Are You Applying For? <input type="checkbox"/> Faculty <input type="checkbox"/> Staff		
<input type="checkbox"/> Employee of Lamar <input type="checkbox"/> Employment Commission <input type="checkbox"/> Lamar Website <input type="checkbox"/> Weekly Posting <input type="checkbox"/> Radio/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)			<input type="checkbox"/> www.higheredjobs.com <input type="checkbox"/> Chronicle of Higher Ed Journal <input type="checkbox"/> Chronicle of Higher Ed Online		
			Position Title:		
			Position Number:		
			Department:		

Lamar Institute of Technology is an equal opportunity/affirmative action 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.