



**LAMAR UNIVERSITY**  
**Member of the Texas State University System**  
**APPLICANT INFORMATION**

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

**PLEASE READ BEFORE COMPLETING APPLICATION.**

Lamar University has available Crime Awareness, Campus Security, and Sexual Assault data concerning the University. These statistics can be viewed at the following websites: <http://ope.ed.gov/security/instDetail.asp?UNITID=226091> . If you wish to obtain a copy of this brochure, you may request it from the Human Resources Office.

The Immigration Reform and Control Act of 1986 require that we employ only U.S. citizens and aliens authorized to work in the U.S. New employees must present documents verifying identity and right to accept employment. In addition, Lamar University is firmly committed to Equal Employment Opportunity (EEO) and to compliance with all Federal, State and local laws that prohibit employment discrimination on the basis of age, race, color, gender, national origin, religion, disability, protected veteran status and other protected classifications. Lamar University's commitment to be an Affirmative Action/Equal Employment Opportunity Employer applies to all employment decisions including, but not limited to, recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions and terminations. Thus, all qualified applicants receive equal consideration in the selection process. We encourage applicants from members of traditionally underrepresented groups, those protected under Title VII of the Civil Rights Act, those with protected veteran status and those persons with physical disabilities to apply to Lamar University. Reasonable accommodations will be made in assisting persons with disabilities to complete the application process. Please inform the Human Resource Office if an accommodation is needed.

Male employees 18-26 must furnish proof of registration or exemption from registration with the Selective Service System. Strict adherence to established NCAA, Southland Conference, Lamar University and Texas State University System rules and regulations are followed. A violation of these rules and regulations can lead to disciplinary action, including termination.

All regular faculty & staff positions are security-sensitive and subject to *Texas Education Code §51.215*, which authorizes the employer to obtain criminal history record information. You must complete a Security Sensitive Release Form when completing an application.

1. Please fill out the Application and Security Sensitive Release Form 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 and Security Sensitive Release Form, must be submitted to the Human Resources Office 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 of your completed and/or submitted applications.**
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 number**) will **NOT** be accepted. The only exception is for resumes for adjunct faculty positions which will not have a job number but must state the Department & Subject of teaching interest.

**APPLICATIONS INCLUDING THE SECURITY SENSITIVE RELEASE FORM 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.\***Open Until Filled** positions may be closed at any time by the hiring department.
- The Security Sensitive Release Form will be maintained in the Human Resources Office with all information held confidential.
- Applicants will be contacted by the **hiring department** if they are selected for an interview.
- The interviewing process **will be** conducted by the hiring department. The Human Resources Office will arrange **NO** interviews.

**WHERE POSITIONS ARE ADVERTISED:**

1. Weekly printed postings are available at the Human Resources Office-1030 East Florida, Beaumont, Texas 77705 or on our website at <http://dept.lamar.edu/humanresources>
2. Professional, Administrative, and Faculty positions can also be found at [www.HigherEdJobs.com](http://www.HigherEdJobs.com)
3. 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 UNIVERSITY

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. Applications can only be accepted for current posted and open positions.

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: Dept. & Title: Campus:	
Type of position desired? Salary expected \$			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						
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						
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						
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 University. I authorize you to contact references and former employers. I understand Lamar University may conduct a Criminal History Record Investigation of me.

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 University is an equal employment 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.*



## Office of Human Resources

P.O. Box 11127  
Beaumont, TX 77710

### SECURITY SENSITIVE RELEASE

#### DISCLOSURE & AUTHORIZATION:

Lamar University performs background checks for all security sensitive positions in accordance with the *Texas Education Code §51.215 and Texas State University System Policy*.

Lamar University may request background information about you from a consumer reporting agency and/or law enforcement agency in connection with your employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if you are hired by Lamar University, throughout your employment.

HireRight, or another consumer reporting agency, will obtain these reports for Lamar University. HireRight, Inc. is located at 5151 California, Irvine, CA 92617, and can be contacted at 800-400-2761. The reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include, but are not limited to: social security number verifications; criminal records checks; public court records checks; driving records checks; educational records checks; employment verifications; personal and professional references checks; licensing and certification records checks; drug testing results; etc. The information contained in the reports will be obtained from private and public record sources, including, as appropriate, personal interviews with sources, such as associates.

You may request more information about the nature and scope of any investigative consumer reports by contacting Lamar University and/or reviewing the attached "A Summary of Your Rights under the Fair Credit Reporting Act".

#### REQUIRED INFORMATION

<b>Position Applying For:</b>	<b>Department</b>	<b>Position No.</b>		
<b>Last name</b>	<b>First Name</b>	<b>Middle</b>		
<b>Maiden or Former Names Used</b>				
<b>Street Address</b>	<b>City</b>	<b>County</b>	<b>State</b>	<b>Zip Code</b>
<b>Contact Phone</b>	<b>Cell Phone Number</b>	<b>Alt. Phone/Fax</b>	<b>Email Address</b>	
<b>Drivers License Number</b> <i>State</i>	<b>Social Security Number</b>		<b>Date of Birth</b>	<b>Race</b> <b>Sex</b>

List all locations where you have lived during the last seven (7) years prior to your current residence.  
(If additional space is needed, please write on the back of this form or attach another sheet)

Date		City	State	Zip Code	County
From	To				

I have carefully read and understand this Security Sensitive Release Form and the attached summary of rights under the Fair Credit Reporting Act. By my signature I consent to the release of consumer reports and investigative consumer reports obtained by a

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consumer reporting agency, such as HireRight, Inc. to Lamar University and its designated representatives and agent. I hereby authorize any law enforcement agency, learning institutions (including public and private schools and universities), information from service bureaus, record/data repositories, courts (federal, state, and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency to furnish Lamar University or its agent. I release all respondents from any liability for releasing information. I understand that Lamar University and its agents are not responsible for the accuracy of the information contained in any criminal history report. I release Lamar University and its agents from all liability, claims, and lawsuits with respect to the information obtained from any or all of the sources consulted in the investigation. I understand that if Lamar University hires me, my consent will apply, and the University may obtain reports, throughout my employment. I also understand that information contained in my job application, resume/vita or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports.

I certify that the information I provided on this form is true, complete, and correct. I understand that any false statements made herein will void my Application for Employment and any actions based on it. I also understand that if employed, my continued employment with Lamar University will be contingent upon the outcome of the investigative consumer reports. If the results of the investigative process indicates that I have been convicted of a felony or had an offence involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor) that I did not disclose, Lamar University has the right to terminate my employment immediately.

I agree that this Security Sensitive Release Form in original, faxed, photocopied or electronic (including electronically signed) form; will be valid for any reports that may be requested by or on behalf of Lamar University.

I authorize, without reservation, any party or agency contacted by Lamar University to furnish the above listed information:

Applicant's Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LAMAR UNIVERSITY

Lamar University is firmly committed to Equal Employment Opportunity (EEO) and to compliance with all Federal, State and local laws that prohibit employment discrimination on the basis of age, race, color, gender, national origin, religion, disability, protected veteran status and other protected classifications. This policy applies to all employment decisions including, but not limited to, recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions and terminations. The information on this Security Sensitive Release Form, together with any attachments, is the property of Lamar University.

**ALL INFORMATION RECEIVED ON THIS FORM WILL BE CONFIDENTIAL**

**REFUSAL TO SIGN AND COMPLETE THIS FORM MAY ELIMINATE THE APPLICANT FROM  
CONSIDERATION FOR EMPLOYMENT AT LAMAR UNIVERSITY**



**LAMAR UNIVERSITY  
APPLICANT EEO DATA FORM**

Lamar University is an Equal Opportunity/Affirmative Action Employer and subject to Federal and State guidelines including Title VII of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments Act of 1972, as amended; Section 504 of the Rehabilitation Act of 1973; Civil Rights Act of 1991; Title I of Americans With Disabilities Act, Section 503 of the Rehabilitation Act of 1973 and Section 4212 of the Vietnam Era Veterans' Readjustment Act of 1974, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities, qualified disabled veterans and qualified protected veterans without regard to their race, color, creed, sex, age, disability, or national origin. Because of these guidelines Lamar University is required to gather statistical analysis of our applicant information.

This information is provided voluntarily. This form when completed will be separated from your Application and Security Sensitive Release Form and will NOT be considered in employment decisions. A person who chooses not to provide this information will not be subject to adverse actions by Lamar University.

Last Name	First Name	Middle Name	Date of Birth (Month, Date, Year)
Street Address	City	State	Zip Code
Home Phone Number	Additional Contact Number (optional)	Current Date	Gender Code F – Female M – Male
Position Number and Title	Department:	Is this a Faculty position or a Staff position?	

Ethnic Code	Veteran Status Discharge date
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<p>To be included in our Affirmative Action Program, please indicate above your ethnic status:</p> <p>1 – <u>White</u></p> <p>2 – <u>Black</u></p> <p>3 – <u>Hispanic</u></p> <p>4 – <u>Asian or Pacific Islander</u></p> <p>5 – <u>American Indian or Alaskan Native</u></p> <p>6 – <u>Multicultural</u></p> <p>7 – <u>Other</u></p>	<p>To be included in our Affirmative Action Program, please indicate above the Veteran Status that applies to you:</p> <p>1 - Disabled Veteran</p> <p>2 - Recently Separated Veteran: <u>Requires Discharge Date</u></p> <p>3 - Armed Forces Service Medal Veteran</p> <p>4 - Other Protected Veteran</p> <p><b>Disabled Veteran:</b> 1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or 2) A person who was discharged or released from active duty because of a service-connected disability.</p> <p><b>Recently separated veteran:</b> Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air services.</p> <p><b>Armed Forces service medal veteran:</b> Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.</p> <p><b>Other protected veteran:</b> A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of defense.</p>
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What Source Informed You of This Position? (Check One)

<input type="checkbox"/> Employee of Lamar	<input type="checkbox"/> Local Media, i.e. Newspaper, Radio	<input type="checkbox"/> Professional Journal (Please Specify) _____
<input type="checkbox"/> Employment Commission (TWC)	<input type="checkbox"/> Chronicle of Higher Education	<input type="checkbox"/> Website (Non-Lamar) (Please Specify) _____
<input type="checkbox"/> Lamar University Website	<input type="checkbox"/> HigherEdJobs.com	<input type="checkbox"/> Other (Please Specify) _____
<input type="checkbox"/> Lamar University's Weekly Postings		

## A Summary of Your Rights Under the Fair Credit Reporting Act

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

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- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051