

APPLICATION FOR STAFF EMPLOYMENT
LAMAR STATE COLLEGE - PORT ARTHUR
A Member of The Texas State University System

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

Lamar State College - Port Arthur is an Affirmative Action/Equal Opportunity Employer

In the event you need assistance or a reasonable accommodation is needed during the application process, please notify the Human Resources Office.

PERSONAL DATA

Date of Application _____ Social Security No. _____

Name: _____

Last

First

Middle Initial

Current Address: _____

Street/Box

City

State

Zip Code

Other address where you may be reached: _____

Work Phone No. _____ Home Phone No. _____

Are you related to any member of The Texas State University System, faculty, or staff of the LSC-PA? ☐ Yes ☐ No
If yes, give name and relationship. _____

Are you able to submit verification of your legal right to work in the United States? ☐ Yes ☐ No
Proof of eligibility will be required upon employment.

POSITION DATA

Position for which you are applying: _____

Date Available: _____

Have you ever worked for Lamar State College - Port Arthur? ☐ Yes ☐ No

If yes, disclose dates of employment and position: _____

Have you ever filed an application with us before? ☐ Yes ☐ No

EDUCATION/TRAINING

Check all that apply.

☐ Not high school graduate (Check last grade completed.) ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

☐ High school graduate

☐ GED

1 2 3 4 5 6 7 8 9 10 11 12

☐ Associate degree

☐ Bachelors degree

☐ Masters degree

☐ Other training or education _____

☐ Doctorate

☐ Semester hours above last degree _____

Licenses/Certifications or special courses which apply _____

Schools attended: List all applicable information (attach additional sheets if necessary).

Name of School and Location	Course of Study Major/Minor Fields	Diploma, Degree, or Certificate

EMPLOYMENT**HISTORY**

Please provide a complete listing of all jobs you have held in the past seven years. You may ask for a supplemental sheet if needed. Start with your present or last job. Include any job-related military service assignments. If you were ever employed in any position under a different name, give in each position the names used. **PLEASE FILL OUT COMPLETELY AND DO NOT WRITE "SEE RESUME".**

May we contact your last employer? ☐ YES ☐ NO If no, why? _____

Employer:		Address:		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Employment Dates		Hourly Rate/Salary		Job Title:
From	To	Starting	Final	Reason for Leaving:
Immediate Supervisor/Telephone Number(s):				
Work Performed:				

Employer:		Address:		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Employment Dates		Hourly Rate/Salary		Job Title:
From	To	Starting	Final	Reason for Leaving:
Immediate Supervisor/Telephone Number(s):				
Work Performed:				

Employer:		Address:		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Employment Dates		Hourly Rate/Salary		Job Title:
From	To	Starting	Final	Reason for Leaving:
Immediate Supervisor/Telephone Number(s):				
Work Performed:				

Employer:		Address:		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Employment Dates		Hourly Rate/Salary		Job Title:
From	To	Starting	Final	Reason for Leaving:
Immediate Supervisor/Telephone Number(s):				
Work Performed:				

Employer:		Address:		Full Time <input type="checkbox"/>
				Part Time <input type="checkbox"/>
Employment Dates		Hourly Rate/Salary		Job Title:
From	To	Starting	Final	Reason for Leaving:
Immediate Supervisor/Telephone Number(s):				
Work Performed:				

Employer:		Address:		Full Time <input type="checkbox"/>
				Part Time <input type="checkbox"/>
Employment Dates		Hourly Rate/Salary		Job Title:
From	To	Starting	Final	Reason for Leaving:
Immediate Supervisor/Telephone Number(s):				
Work Performed:				

Explain any periods of unemployment. _____

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Describe any job-related training you received while serving in the armed forces of the United States. _____

PROFESSIONAL DATA

Publications/articles _____

Seminars/workshops conducted _____

Other related professional activities _____

GENERAL INFORMATION

If you are under 18 years of age, can you provide proof of your eligibility to work? ☐ Yes ☐ No

Have you ever been convicted of a felony or offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor)? ☐ Yes ☐ No

If "yes" list the date and the sentence: _____

ADDITIONAL REMARKS

State any additional information you feel may be helpful to Lamar State College - Port Arthur in considering your application. _____

PROFESSIONAL REFERENCES List three persons **NOT** related to you, and who can furnish information about your work performance. Do not repeat supervisors furnished in your employment record.

Name and Occupation	Address	Phone Numbers
1.		Home:
		Work:
		Other:
2.		Home:
		Work:
		Other:
3.		Home:
		Work:
		Other:

CERTIFICATION

It is to your advantage to complete all information on the application as completely, accurately and thoroughly as possible, since the application is the primary tool used in the selection process. You will normally be contacted **only** if an office with a vacancy determines that a personal interview is necessary. All employment interviews for any vacancy will be arranged by the department or office where the vacancy exists.

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from LSC-PA's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, LSC-PA reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of LSC-PA has the authority to make any assurances to the contrary.

I give LSC-PA the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the LSC-PA and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I hereby authorize any law enforcement agency to furnish Lamar State College - Port Arthur or its agent my criminal conviction record for a misdemeanor or felony offense. I do hereby release all agents, servants, and employees of Lamar State College - Port Arthur, the person in charge of such law enforcement agency or department and all members of such law enforcement agency or department from all liability resulting from the furnishing of this information to Lamar State College - Port Arthur.

I acknowledge being notified that, with exceptions, I have the right to be informed of and to receive, review, and, if necessary, correct the information that Lamar State College - Port Arthur collects on me.

I certify the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and made in good faith.

SIGNATURE OF APPLICANT _____ **DATE** _____

Return or mail this application to:

Director of Human Resources
Lamar State College - Port Arthur
1500 Procter - Room 107
Or
P.O. Box 310
Port Arthur, TX 77641

Thank you for completing this application form and for interest in employment with us.

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HUMAN RESOURCES OFFICE

VOLUNTARY EEO INFORMATION - APPLICANT EVENT FORM

Various Federal and State agencies require employers to maintain information on applicants pertaining to factors such as race, sex, and type of position for which an individual applies. The information requested on this sheet is for compliance with certain record keeping requirements. Lamar State College - Port Arthur believes all persons are entitled to equal employment opportunities and does not discriminate against employees or applicants for employment because of race, color, sex, religion, national origin, disability, veteran status, age, marital status or any other protected group status.

I acknowledge being notified that, with exceptions, I have the right to be informed of and to receive, review, and, if necessary, correct the information that Lamar State College - Port Arthur collects on me.

Name _____ Date _____

Position Applied for _____

Social Security # _____ Date of Birth _____ Sex: ☐ Male ☐ Female
Month/Day/Year

Race/Ethnic Data:

☐ White (Non-Hispanic) ☐ Asian or Pacific Islander ☐ American Indian / Alaskan Native
☐ Black (Non-Hispanic) ☐ Hispanic

Veteran Status

☐ Vietnam Era Veteran ☐ Disabled Vietnam Era Veteran ☐ Veteran - Other
☐ Disabled Veteran - Other ☐ Surviving Spouse ☐ Orphan of Veteran

Referral Source

☐ Newspaper ☐ Employee of Lamar ☐ Texas Workforce Commission ☐ Job Posting
☐ Other _____

Are you a **RETIREE** from a Texas state agency or university, community college, or school district eligible for ERS/TRS/ORP benefits? ☐ Yes ☐ No

If yes, give **agency name and retirement date**: Agency: _____ Date: _____

Retirement Plan: ☐ ERS ☐ TRS ☐ ORP

Will you be simultaneously employed at LSC-PA and another Texas state agency or university, community college, or school district?
☐ No ☐ Yes If yes, give agency name: _____

Are you eligible to participate in the Uniform Group Insurance Program? ☐ No ☐ Yes

Are you contributing to Teacher Retirement System? ☐ No ☐ Yes

Thank you for your interest in Lamar State College - Port Arthur. In order to complete the application process we ask that you complete and return this form to the Human Resources Office, P.O. Box 310, Port Arthur, TX 77641. This form is confidential and will not be a factor in any hiring decisions. Refusal to provide this information will not subject you to any adverse treatment.

Lamar State College - Port Arthur is an equal opportunity/affirmative action institution and employer. Students, faculty and staff members are selected without regard to their race, color, creed, sex, age, handicap or ethnic 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 the Americans With Disabilities Act. Inquiries concerning application of these regulations may be referred to the Office of the President.

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER