

# LAMAR INSTITUTE OF TECHNOLOGY

## HOURLY & STUDENT EMPLOYMENT APPLICATION

*OFFICE USE ONLY*

WS: FED / STATE    UNMET NEED \$ \_\_\_\_\_    GPA \_\_\_\_\_    TERM \_\_\_\_\_

Please **PRINT** or **TYPE** your responses to the information required below. Incomplete applications will not be considered.  
**NOTICE TO INTERNATIONAL STUDENTS:** Please visit the International Office to complete verification forms.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City, State \_\_\_\_\_ Zip: \_\_\_\_\_

Local Address: \_\_\_\_\_ City, State \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you legally eligible to work in the U.S.? YES  NO  If yes, you must be able to provide proof of eligibility upon hire.

Have you ever been convicted of a felony? YES  NO  If yes, please state the nature or explain and list the date of conviction: \_\_\_\_\_

Are you at least 18 years old? YES  NO  College Major: \_\_\_\_\_

Classification: \_\_\_\_\_ Expected Graduation: \_\_\_\_\_

**DAYS AND HOURS YOU ARE AVAILABLE TO WORK** (Example: Monday 9:00am – 11:00am and 2:00pm – 5:00pm)

Monday \_\_\_\_\_ Thursday \_\_\_\_\_

Tuesday \_\_\_\_\_ Friday \_\_\_\_\_

Wednesday \_\_\_\_\_ Saturday \_\_\_\_\_

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Pell (FAFSA) \_\_\_\_\_ Academic Competitive Grant (ACG) \_\_\_\_\_ Texas Grant \_\_\_\_\_

Texas Public Education Grant (TPEG) \_\_\_\_\_ Federal Supplemental Education Opportunity (FSEOG) \_\_\_\_\_

Scholarships \_\_\_\_\_ **LOANS:** Subsidized \_\_\_\_\_ Unsubsidized \_\_\_\_\_ Other: \_\_\_\_\_

**SKILLS & QUALIFICATIONS**

Please select below the special skills or certifications you possess.

**Computer software:**

- |   |   |
|---|---|
| <input type="checkbox"/> MS Word          | <input type="checkbox"/> Data Entry         |
| <input type="checkbox"/> Excel            | <input type="checkbox"/> File Clerk         |
| <input type="checkbox"/> PowerPoint       | <input type="checkbox"/> Receptionist       |
| <input type="checkbox"/> Access           | <input type="checkbox"/> Library Aide       |
| <input type="checkbox"/> Spreadsheet      | <input type="checkbox"/> Projector Operator |
| <input type="checkbox"/> Publisher        | <input type="checkbox"/> Bookkeeping        |
| <input type="checkbox"/> Typing (WPM____) | <input type="checkbox"/> Computer Tech      |
| <input type="checkbox"/> Other: _____     |   |

**WORK EXPERIENCE** Please describe jobs (paid or volunteer) you have held beginning with the most recent.

**Previous Employment**

Date From: \_\_\_\_\_ To: \_\_\_\_\_  
Company Name, Address, & Phone Number:

Job Title:  
Supervisor:  
Duties & Responsibilities:

**Previous Employment**

Date From: \_\_\_\_\_ To: \_\_\_\_\_  
Company Name, Address, & Phone Number:

Job Title:  
Supervisor:  
Duties & Responsibilities:

**Previous Employment**

Date From: \_\_\_\_\_ To: \_\_\_\_\_  
Company Name, Address, & Phone Number:

Job Title:  
Supervisor:  
Duties & Responsibilities:

**Previous Employment**

Date From: \_\_\_\_\_ To: \_\_\_\_\_  
Company Name, Address, & Phone Number:

Job Title:  
Supervisor:  
Duties & Responsibilities:

I certify to the best of my knowledge that the information contained in this application is correct and complete. I give permission that my previous employers may be contacted.

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