



APPLICATION FOR EMPLOYMENT

Notice of Non-Discriminatory Policy

Lawrence Technological University adheres and conforms to all federal, state, and local civil rights regulations, statutes, and ordinances. No person, student, faculty, or staff member will knowingly be discriminated against relative to the above statutes. Lawrence Technological University is an Equal Opportunity Employer.

Notice of Disability Services

In compliance with Section 504 and the Americans with Disabilities Act (ADA), those applicants requiring reasonable accommodation to the application and/or interview process should notify the Office of Human Resources for assistance.

Inquiries or complaints may be addressed to the Office of Human Resources; please call 248.204.2151 for assistance.

Position you are applying for: _____ **Today's date:** _____

Desired annual salary or rate \$ _____ **Date available to start if hired:** _____

1 Personal Information

Name Dr. Mrs. Ms. Mr. _____

Last First Middle Initial

Mailing Address _____

Street City State Zip

Telephone _____

Home Business Alternate

Social Security No. _____ Email Address _____

Type of employment desired? (Check all that apply) Full-time Part-time Temporary Day Evening

Have you previously been employed by Lawrence Tech? Yes No If yes, supervisor's name: _____

Referral source: Advertisement Employment Agency Associate LTU Website LTU Employee Other _____

Verification of U.S citizenship or immigration status is required prior to employment.

Are you currently legally eligible to work in the United States? Yes No If yes, check one box below

Unrestricted Practical training only

Are you 18 years or older? Yes No If you are under 18, can you furnish a work permit if it is required? Yes No

Can you perform the essential functions of the job applied for, with or without a reasonable accommodation? Yes No

Note: The position for which you are applying may require a security clearance. The fact that you admit to a conviction record does not necessarily mean that your application will be rejected or that you will be barred from employment. However, if a false answer is found at any time after you are on the job, you will be dismissed.

Have you been convicted of or pleaded guilty to a felony? No Yes (explain) _____

Are there any felony charges pending against you? No Yes (If yes, explain) _____

Driver's license number (if driving is an essential job duty): _____

Person to be notified in case of emergency: Name Ms. Mr. _____

Address _____

Street City State Zip

Telephone _____

Home Business

6 Personal References (Excluding Former Employers or Relatives)

Name and Address	Occupation	Years Associated	Phone Number(s)

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein. I authorize that the references listed above may provide you with any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I am aware that, if hired, my employment is subject to the current Faculty or Staff and Administrator's Handbook upon my receipt of such document.

SIGNATURE OF APPLICANT _____ DATE _____

7 Optional Information

Federal government regulations require Lawrence Technological University to maintain records of job applicants by gender and race. Providing this information below is strictly voluntary on your part and will be kept confidential by the University. Disclosure or refusal to provide this information will not subject you to any adverse treatment.

Gender:

Female Male

Ethnicity (check one):

- American Indian or Alaskan Native.** All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- African-American (non-Hispanic).** All persons having origins in the Black racial groups of Africa.
- White (non-Hispanic).** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Hispanic.** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander.** All persons having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent, or Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- Other.** (Please specify.) _____

Citizenship (check one):

- U.S. Citizen
- Non-Citizen/Permanent Visa
- Non-Citizen/Student Visa
- Non-Citizen/Not Permanent or Student Visa
- Resident Alien