

## **Instructions for filling out the Employment Application online**

To begin filling out the form, click in the Name field, enter your name, then press Tab and fill out the next field. You may click in the fields to fill them out or press Tab to go to next field. To go back to a previous field, hold down Shift and press Tab. If you would prefer to have the fields highlighted on the form, click on the Highlight Fields button on the top righthand corner of the form.

To save data in the form, first save the form to your computer.

When the form is completed you can email it as an attachment to [cityjobs@gjcity.org](mailto:cityjobs@gjcity.org) along with a resume, or it can be printed and mailed or delivered to Human Resources. Your application must be received by midnight on the closing date of the position for which you are applying.