Instructions for Using the Online Employment Application

1. Double click "City of Bonham Employment Application"; this will open up the application in Word.

2. It is recommended that at this point that you save the application to your "My Document" folder on your computer using the "Save As" option. Name the saved file with your "initial of first name and full last name" (i.e., jsmithapp.doc). This will permit you to fill out the application at your leisure and save the changes locally until you are ready to submit your application.

3. Starting at the top of the application fill in the requested information by typing in the information and then tabbing to the next field.

4. Once the information has been entered, "Save" your changes.

5. There is also an "Employment History Continuation Page" form in the event that you have had several jobs and there is not sufficient space for employment history on the "City of Bonham Employment Application." Following steps 1-2 save the "Employment History Continuation Page" to your "My Document" folder. Name the saved file with your "initial of first name and full last name" and a sequential number for each additional continuation page, starting with "1" (i.e., jsmithapp1.doc, jsmithapp2.doc).

6. Starting at the top of the continuation page fill in the requested information by typing in the information and then tabbing to the next field.

7. Once the information has been entered, "Save" your changes.

Submit Application By E-Mail:

1. Submit application and all continuation pages to the following E-Mail Address: **kball@cityofbonham.org** , using your normal e-mail program.

2. The application and continuation files will need to be attached to the e-mail.

3. Place in the "Subject" line the following remark: **Application Submission**.

4. In the "Body" of the e-mail type whatever message you desire.

5. Select the **"Return Receipt"** option to mark your e-mail. This will be your acknowledgement that the City Office has received the application.

6. Send the e-mail.

Submit Application By Fax:

1. Print out the application and all continuation pages.

2. Sign the application.

3. Fax the complete application to the following number: **(903)583-5761**.

<u>Submit Application By Mail or In Person:</u>

1. Print out the application and all continuation pages.

2. Sign the application.

3. Mail the complete application to: **Human Resources, c/o City of Bonham, 514 Chestnut Street, Bonham, TX 75418-4002**.

4. In Person, hand deliver the complete application to: **Human Resources, Bonham City Hall, 514 Chestnut Street, Bonham, TX 75418-4002**.