

Instructions for using electronic application form

- This document is formatted in MS Word.
- Open “EMPLOYMENT APPLICATION.dot”
- Save As “your name Resume 00-00-00” to your desired location. (“your name” represents your name and “00-00-00” represents the current date.)
- Methods to move through the document:
 - Use a mouse to move from field to field.
 - Tab to next field. Shift +Tab to move backwards in the document.
 - Use Arrow keys to move from field to field.
- Fill in all fields on the form. Most fields will expand to hold whatever you type.
- Once the last field is filled, Tab to launch Spell Check. It may take a few seconds to launch, so be patient. Make any corrections.
- Save the document.

Email the document as an attachment to info@nanainc.org