

Instructions for Getting and Sending the Online OUS Employment Application

Please read these instructions carefully before filling out your OUS Employment Application. These instructions are intended to save you time and avoid problems.

Be aware that some form fields are limited in size. You may need to use abbreviations (Jan for January, for example, or 3/31/04 in place of March 31, 2004) in order not to exceed the field length. Also, Some drop down or multiple selection lists may not print properly. If the electronic forms are too limiting to meet your needs, then a printed or faxed form supplemented with additional information may be your best option.

The OUS Employment Application is available for download in both a PDF and Word format. You will need Adobe Acrobat Reader to open the PDF version and it is freely available at www.adobe.com. To open the Word document you will need Microsoft Office or Word installed on your computer.

Using the Word Application

• All Respondents

Regardless of which browser you use or whether you reply via email or surface mail you need to know the following: The application is provided as a Word Template file. This means the application has a “.dot” file extension NOT a “.doc” extension. Download and save the file as a .dot file. Depending on your Windows security settings you may be asked if you want to enable the template's programming. Click “Enable Macros” if asked. **If your security settings do not permit macros you can still use the form.** Some fields will not fill in automatically or toggle automatically and you may receive a warning dialog when you tab to those fields. Ignore (cancel) the warning box, type in the expected text and proceed. When you're finished save the filled-in form to your local drive. You can then print the filled in form or attach it to an email.

• Responding via email:

If your browser is Internet Explorer simply click on the Employment Application (Word) link and the Employment Application will open in your browser window. Download and save the form by clicking “Save As” and noting the file name and directory or folder into which you save the form. Fill in the form by typing directly into the shaded fields. You can then email the form by clicking the email link listed for the person to apply to under the “Application Procedure” section of the job announcement for the position for which you wish to apply and attaching your filled in Employment Application. You now also have a local copy of your application for later reference.

• **Responding via surface mail:** Download the form, fill it in and print it or print it and fill it in by hand. After either approach, sign the form and mail or fax it to OUS. If you save the filled in form you will retain a copy for later reference.

Using the Adobe PDF Application

- After you click on the Employment Application (PDF) option the application form will open in Acrobat Reader. You can fill in the form fields and print the form. The printed form will be filled out. Sign your application and mail or fax it to OUS.
- Alternately, you can print the blank PDF application, fill it out by hand and mail or fax it to OUS.
- Unfortunately, unless you have Adobe Acrobat you cannot save a copy of the filled in PDF application. Using Save As and creating a local copy within Adobe Reader will only produce a blank form. You can, however, print a filled in form from within Adobe Reader. This hard copy can be mailed or faxed.
- Some of the form Date fields are Selection Lists. You must first click on the default month before you can scroll to other months.