

### **Directions for downloading and filling out the employment application**

YOU CANNOT USE THE ONLINE APPLICATION FORM AS YOUR OWN. THERE IS NOT A SUBMIT BUTTON AT THE END. YOU MUST FIRST COPY THIS APPLICATION TO YOUR OWN FILES BEFORE FILLING IT OUT. "EXAMPLE" DIRECTIONS ARE BELOW.

- 1.) Click on the "download" link and save it to your own computer. You may save it wherever you like, but save it to a file you can easily find, (an example would be, file- save as- name it-"employment application" under your "My documents" folder)
- 2.) Once you have saved the application to your computer, pull it back up from your own files, only THEN fill it out and remember to save it as you go. YOU CANNOT USE THE ONLINE FORM AS YOUR OWN. THERE IS NOT A SUBMIT BUTTON.
- 3.) Once your application is complete, send a new email to [jobs@brazoria-county.com](mailto:jobs@brazoria-county.com) and include your completed application as an attachment.