

## Support Application Directions

**Answer all questions on application before saving. Do not leave any blanks.**

1. "Application Date" should be entered in format of MM/DD/YYYY (Example 01/01/2009)
2. Enter last 4 numbers of Social Security Number. (Optional)
3. Fill in all personal information.
4. Click on the arrow on the right side of "Employment Desired" to bring up a drop down list. Choose job you are applying for from this list.
5. Fill in all Educational, Employment and Reference information.
6. For the next seven questions, click on box to bring up drop-down menu and choose yes or no.  
Answer any follow-up questions listed.
7. Fill in Emergency Contact information.
8. Read the last section carefully and fill in signature line, agreeing that you accept policies listed.
9. Review Application, before submitting.
10. Click on File
11. Click on Save As
12. Name the application last name, first name, middle name. (no spaces or commas)