

Instructions for Completing Employment Application

To Open, Save and Complete Microsoft Word Document on Your Computer for Emailing to Human Resources

- Click on the Employment Application link and select 'Save'.
- Select where to save the document on your computer (e.g., My Documents), name the file and select 'save'.
- Open the saved document and place the cursor inside the text box (gray box) for Application Date.
- Enter the date and then press on 'Tab' on your computer keyboard to go to the next text box.
- Continue to tab to subsequent text boxes, or choose which text box to complete by placing your cursor inside the box and typing.
- Re-save the document with your information.
- Email completed application as an attachment to hrjobs@lakelandcc.edu

To Print Application Form Only:

- Click on the Employment Application link and select 'File' then 'Print'.
- Send via US Mail to Human Resources, Lakeland Community College, 7700 Clocktower Dr., Kirtland, OH 44094