

**Instructions for completing FUI's Employment Application online (results will vary depending on your browser settings):**

**FIRST:** Make sure your version of Adobe Reader is up to date:

<http://www.adobe.com/products/reader.html>

Allow the Chrome Adobe Acrobat Extension if prompted

**NEXT:** Download the Employment Application from the Careers page of our website at:

<http://www.futuresunlimited.org/careers> **BY CLICKING ON THE RED "FILL IN APPLICATION (FILL-IN PDF) LINK.**

**Firefox** will either just open the form in Adobe Reader or will open a window offering to open the file with Adobe Reader, check that option and click OK and your file will download in Adobe and you can proceed with filling out the form.

**In Chrome**, it will probably open the Google preview window (the document in the middle & gray on the sides), you can't fill out the form there. Hopefully, there will be a pop up window that will ask if you want to open the form in Adobe Reader. Click that and proceed. If not, click the down arrow at the top right corner of the Google preview window to download the file, once the file has downloaded it will either just open in Adobe Reader or will show a box at the bottom left of the Chrome window. Click the arrow to the right of the box and you should see the option to open with system viewer. Click that and Chrome should open the application in Adobe. Or, you can click on "show in folder" and find the file in your downloads and click on it.

**LAST: Follow these email instructions:**

1. Once you have the application filled out, click the "submit by e-mail" button. Clicking the e-mail button will then open up a dialog box asking if you want to send the e-mail using your default e-mail application. You can use your regular email application (Ex.: Outlook or Thunderbird, etc.) or use webmail (if not already set up, you can select add Gmail, add Yahoo or add other and enter in your webmail account information).
2. Once you select the e-mail option you want to use, it will open up your e-mail application or webmail with a **draft** e-mail ready to send (or will prompt you to further set up an email application or webmail). **You will still need to send the e-mail from your e-mail application or webmail for your application to be submitted to us.**

If you have any questions or need assistance with the application, e-mail us at [tech@futuresunlimited.org](mailto:tech@futuresunlimited.org)