How to Apply

Village of Bremen Employment Application Instructions:

1. Click on the button below, to see the job application form. Complete this application by typing or printing in ink. You must complete a separate application for EACH POSITION IN WHICH YOU ARE INTERESTED.

   You have two options for completing the application form:

   A. Print the form out and fill it in by typing or hand printing in ink.
   B. Complete the form on your computer, then print it out and sign it. Instructions about how to do this are below.

2. If a question does not apply to you, write "N/A"

3. The application form is reviewed separately from any other materials submitted and will be used to evaluate your qualifications for this position. Therefore, you must answer all questions rather than referring to your résumé or other materials you may have submitted.

4. Read the Position Vacancy Announcement carefully to find:

   a. What attachments must be submitted in order for your application to be considered;

   b. Where to submit your application material;

   c. The closing date for receipt of application material;

   d. The required special qualifications or licenses.

5. You may attach additional sheets, if necessary. If you do so, however, make reference to the item number you are addressing.

7. LATE, INCOMPLETE AND UNSIGNED application material, including those which do not follow the instructions, will NOT be considered.

8. A pre-employment drug/alcohol screening is required.

9. A background investigation will be conducted.

Completing Fillable PDF Application Forms

The online application form is a fillable PDF format, which allows applicants to enter data directly into the form using their computer and Adobe Reader.

Applicants should review the following instructions for successfully completing fillable PDF forms:

- Use **only the latest version of Adobe Reader** to complete the application. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at http://get.adobe.com/reader/.

- Avoid completing the application online within your web browser using a built-in PDF viewer, or by using MAC Preview (Macintosh OS). Instead, first save the form to your computer as follows:

    - Before completing the application, **save** the application form (PDF format) to a drive or location on your computer (e.g., Local Disk (C:), *My Documents* folder). The **Save button** provided on the form will open a **Save As** dialog box, which will allow you to save the application to a desired location on your computer. If viewing the form in a built-in PDF viewer (e.g., Chrome, FireFox), **right-click** the PDF and select **Save as** or **Save Page As**. Make sure the **Save as type** is set to **Adobe Acrobat Document (*.pdf)**.

    - Alternatively, you may save the PDF form *without* opening the file in either Adobe Reader or in any built-in PDF viewer. Simply **right-click** on the hyperlink for the PDF form and then choose the **Save link as...** or **Save target as...** option.

    - Make a note of the **file name** and **location on your computer** of the file you saved.

    - Once you have saved the application to your computer, you are ready to complete the form. Please be advised that fillable PDF forms will not automatically save. It is strongly recommended that you periodically save data entered into a form by using the **Save button** on the form, or by clicking **File** > **Save** (or **Save As**) on the Adobe Reader menu bar. Use the same file name and location from the previous step.

    - After you have completed the application, save a final version of the file to your computer.