



# Allen Parish Hospital



## Instructions for Completing Application Form

### and Emailing as Attachment to [alambert@allenparishhospital.com](mailto:alambert@allenparishhospital.com)

1. Print this instruction sheet. Read and follow instructions as you complete and email the application form.
2. On the Allen Parish Hospital website Jobs page, click on the link to download the PDF file [application form](#). Because the form is five pages long and may take you a while to complete, save it to your desktop, hard drive, or jump drive as **your name application form.pdf**. Resave it periodically as you work on it.
3. Read the application form and tool tips as you complete the form. Click in each box and type your information.
4. If you must close it and work on the application form at some other time, **do not go back to the Allen Parish Hospital website to open it later**. You must open the file **your name application form.pdf** from wherever you saved it when you worked on it last by double clicking on it.
5. When you complete the application form, resave it to your computer or jump drive. Keep a copy of the application form for your files.
6. To email the application form, open your email account (whether it is in Outlook, Yahoo, Gmail, Hotmail, CenturyTel, etc.)
7. Create a new email message. In the **TO Box**, enter the email address: [alambert@allenparishhospital.com](mailto:alambert@allenparishhospital.com)
8. In **the subject line of the email**, type your name then application form.
9. Click on the Attach Files Button, then browse for your application form that is saved on your desktop, hard drive, or jump drive. Attach it to your email.
10. Type a message in the message box if you wish.
11. Click on the **Send Button** in your email window.
12. Your application form has now been sent to Amanda Lambert at the APH.
13. When Ms. Lambert has received your application, she will reply to let you know it has been delivered to her address.