

## Instructions for submitting the WSSC HR Application via Internet Email

The WSSC HR application may be completed entirely online and submitted via email directly to HR.

Complete the form by filling in all of the fields.

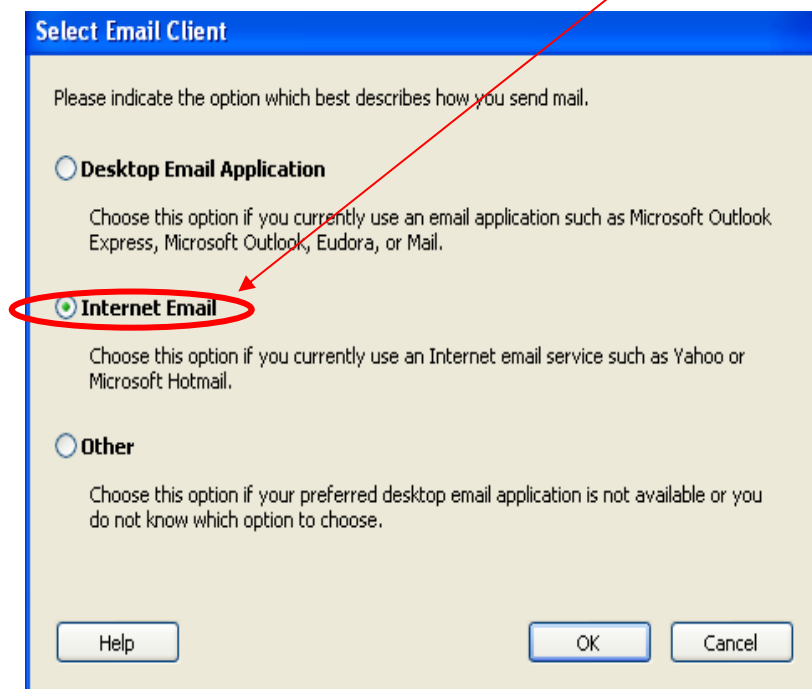
When ready to submit the form to HR, click on the **Submit Via Email** button at the bottom of the form.

A blue button with white text that says "Submit Via Email". It is circled in red, and a red arrow points from the text "Submit Via Email" in the paragraph above to it.

The **Security Warning** screen will appear, click on **Allow**.



The **Select Email Client** screen will appear, select **Internet Email** if you are sending an email from Yahoo, Gmail, Hotmail, AOL and etc...



Select **Save Data File**.

**Sending the Data File**

How to Send the Data File

**Step 1** Click the **Save Data File** button below and save the data to a place where you can find it easily. After you save the file, you will be returned to this screen to continue.

**Save Data File** **Please Note:** The form itself is not saved (only the data you typed)

**Step 2** Create a new email message as you normally would. If you use Internet email and are viewing this form online, open a new browser window so you can keep this window open. Fill in the email with the following information:

To:

Subject:

Message:

**Step 3** Attach the data file you saved in Step 1 and send your message.

Please print your completed form if you would like a copy for your records.

The **Export Form Data As** window appears, please name the file in the **File Name** field. Please verify the **Save in** location to know where you are saving your file.

**Export Form Data As**

Save in:

My Recent Documents

Desktop

My Documents

My Computer

My Network

My Documents

My Computer

My Network

My Documents

My Computer

My Network

File name:

Save as type:

Click **Save** button.

**Sending the Data File**

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To:

Subject:

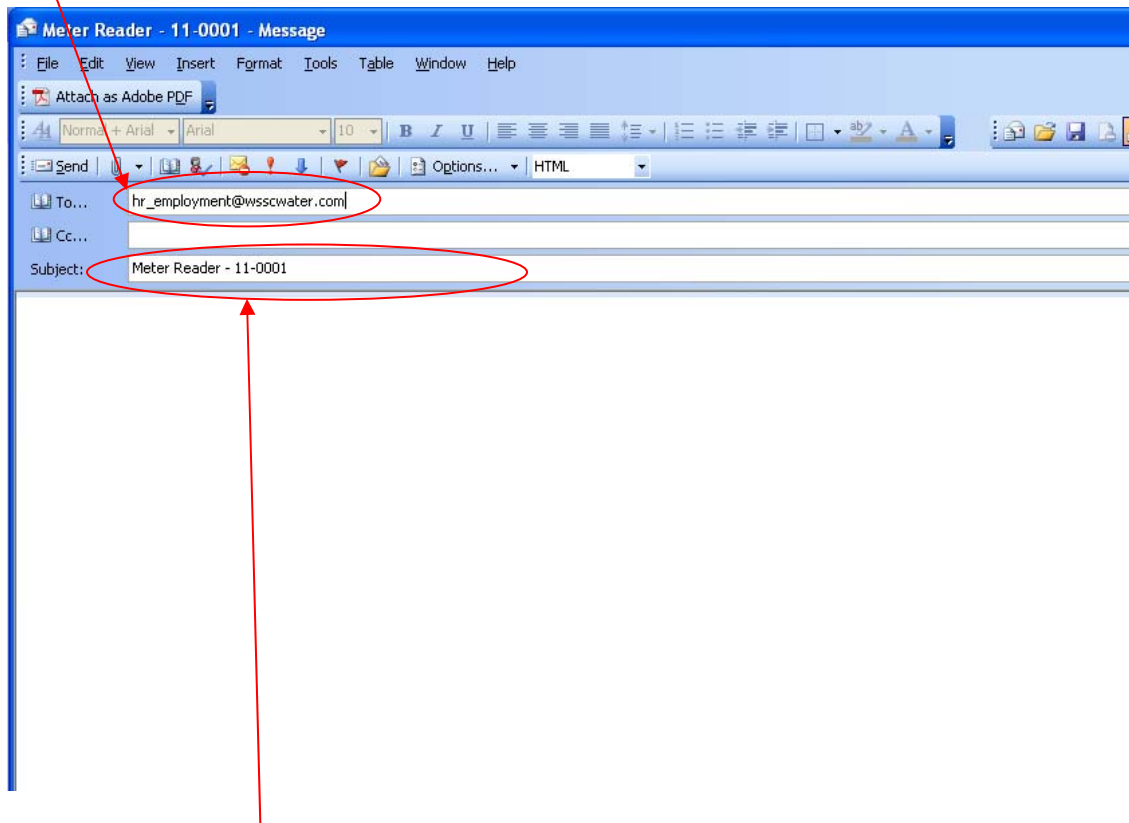
Message:

**Step 3** Attach the data file you saved in Step 1 and send your message.

 Please print your completed form if you would like a copy for your records.

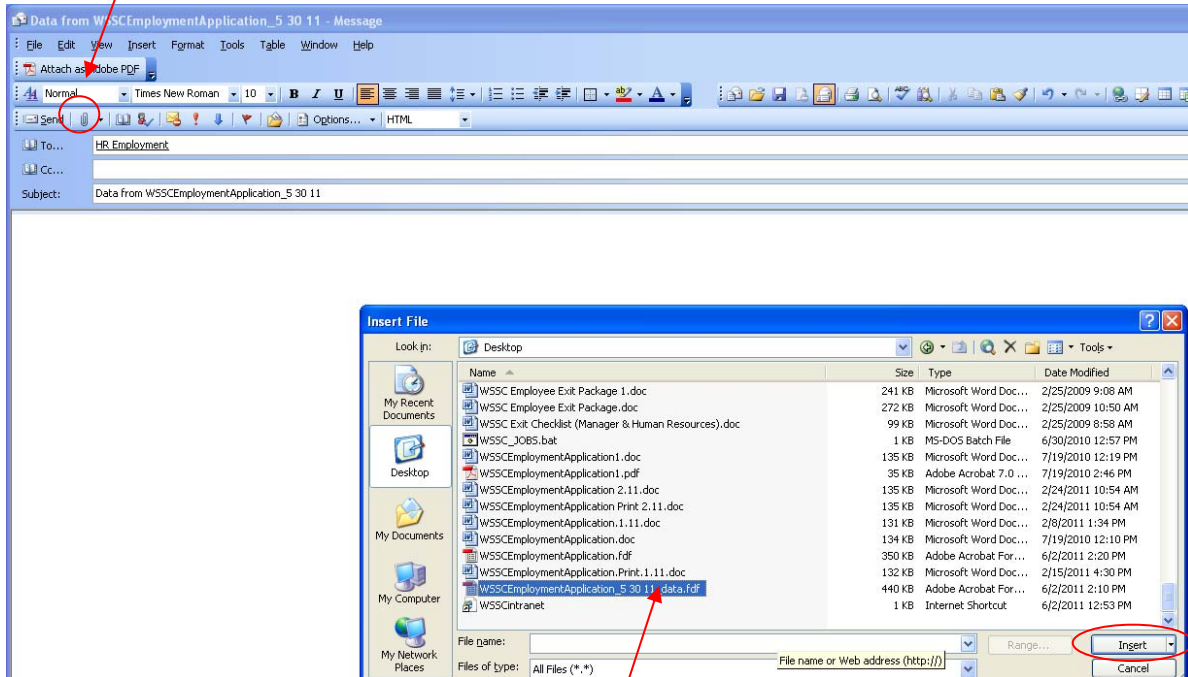
The **Sending the Data File** screen will appear. You may or **Print Form** for your record or **Close** the form.

Open your email application (Yahoo, Gmail, Hotmail, AOL and etc...). Create a new email message. In **To** field enter the email address [hr\\_employment@wsscwater.com](mailto:hr_employment@wsscwater.com)



Please add in the **Subject** line – the **Job Title** and **Job Number** of the vacancy for which you are applying.

**Attach File** (Look for paperclip icon or Attach a file depending on your email application).



The **Insert File** window will appear, browse to find the name of the saved application.  
Select the file

Click **Insert** button

Click **Send** to submit your application

