

## **Instructions for filling out our Application for Employment**

The Employment Application form is an Adobe Fillable form which can be filled out on a computer and then sent back by email. You may choose to simply print out the blank form and fill it in by hand, which is OK. But if you want to fill it out on a computer using Adobe Reader, please follow the instructions below:

When you click on the PDF file from our website, it will most likely open by default with your browser's PDF viewer which may or may not allow you to fill in the form there. In either case, it is best to download the file to your computer and then open it with Adobe Reader and fill it out there.

Upon filling out all fields, if you have a Digital Signature you may insert it on the signature lines. You will have to save the document after affixing each digital signature. When you have affixed your signatures, click on the "Submit by Email" button and it will allow you to email the completed form to us.

If you do NOT have a digital signature, then print out the form and sign both signature fields and then return it by scanning and emailing it to [postmaster@butlersand.com](mailto:postmaster@butlersand.com), or faxing it to 478-862-2525.

You may optionally mail it to:

Butler Sand Company  
PO Box 1890  
Butler, GA 31006

If you have any difficulties with the form, please call 478-862-5426 and ask for assistance.