ISMC ONLINE APPLICATION FORM GUIDE

How to Fill Out Your Staff/Volunteer Application Form
with Adobe Reader

1. Be sure to open the ISMC Application form in Adobe Acrobat Reader DC. If you do not have this program, you can download it for free from here: https://get.adobe.com/reader/

Click on the "Install now" button and follow the instructions to install Adobe Reader.

2. Download and then open the Application form in Adobe Acrobat Reader DC.
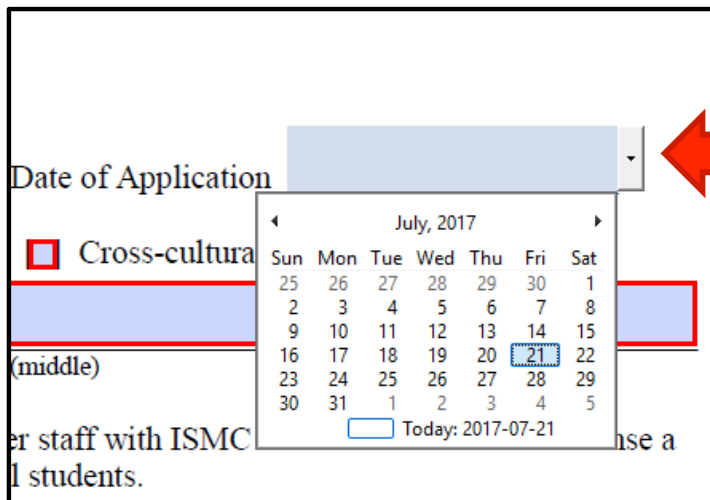
If Adobe Acrobat Reader is already your default for opening PDFs then you can simply click on the form.

However, if it is not, you may have to **right click** on the file and select "**Open with Adobe Acrobat Reader DC**"

	Open with Adobe Acrobat Reader DC
	Open
	Print
	Edit with Adobe Acrobat
	Combine files in Acrobat...
	Move to Dropbox
	Scan with Windows Defender...
	Open with >
	Share with >
	Restore previous versions
	Send to >
	Cut
	Copy
	Create shortcut
	Delete
	Rename
	Properties
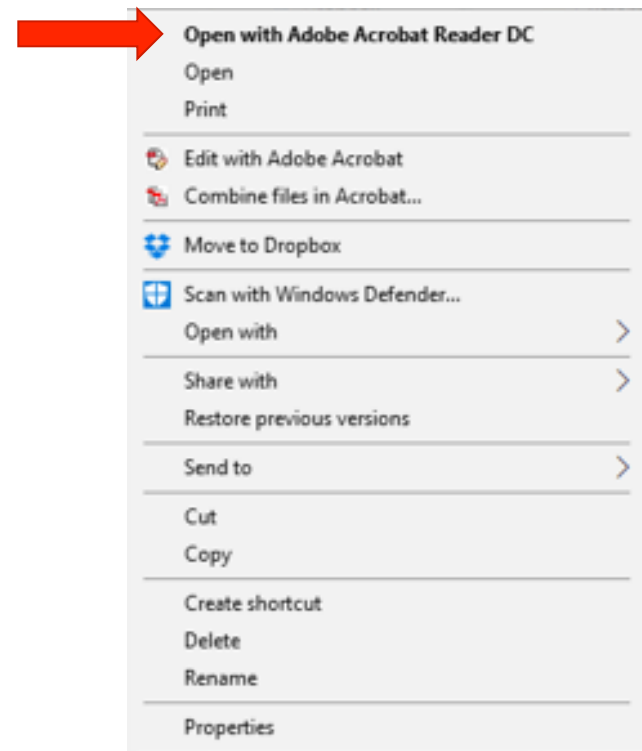
3. How to fill out the form – Date Fields

Date Fields – once you've clicked in the box, a small **down arrow** should appear on the right of the text box. Click on this arrow for the **calendar option**. If preferred, you can type in the date as well.
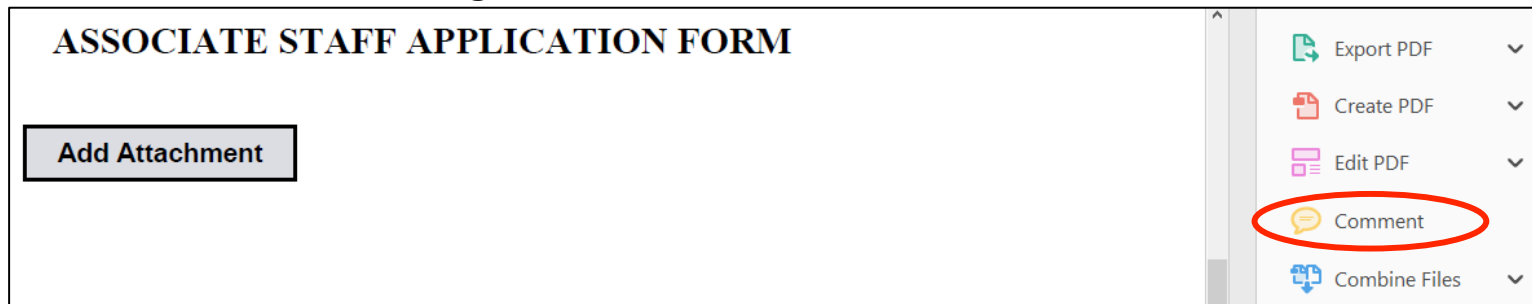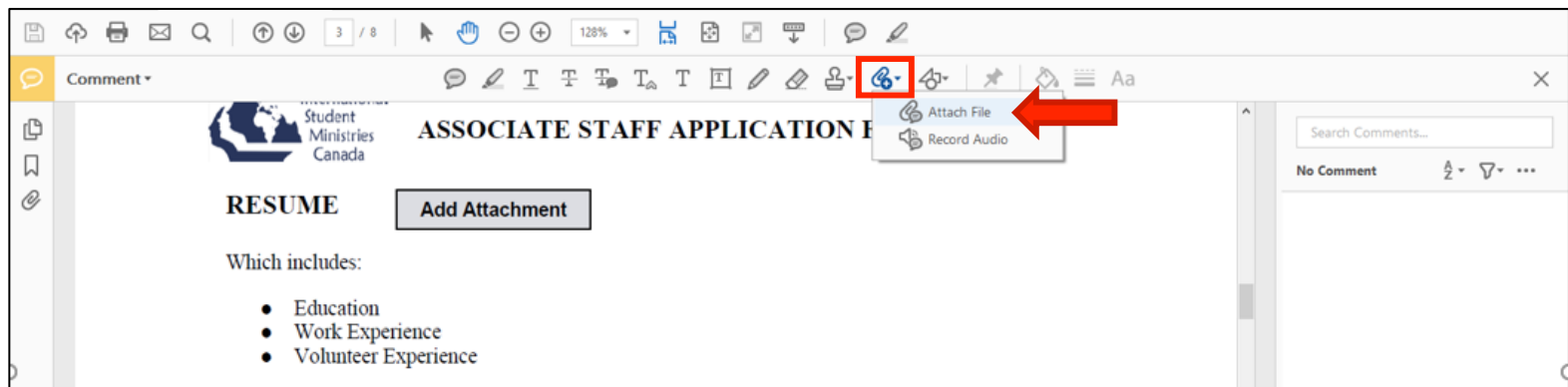

Drop-down arrow
for Calendar option

4. How to fill out the form – Adding File Attachments
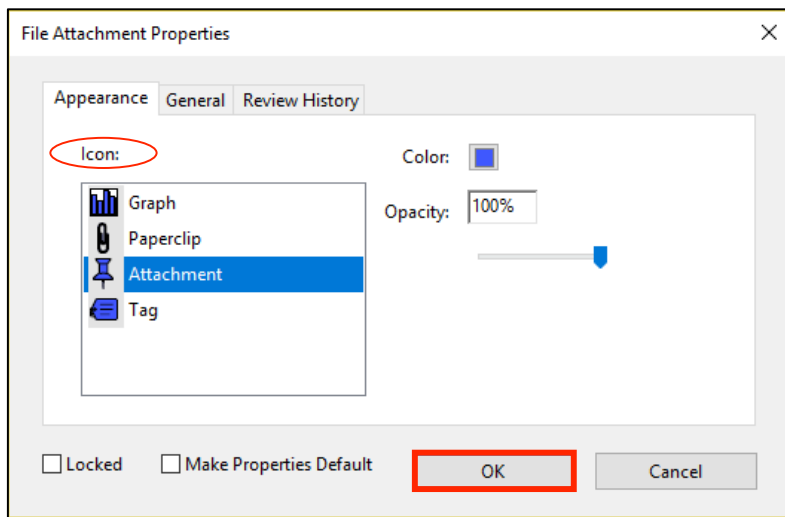
a. Click on **Comment** in the right hand task bar.

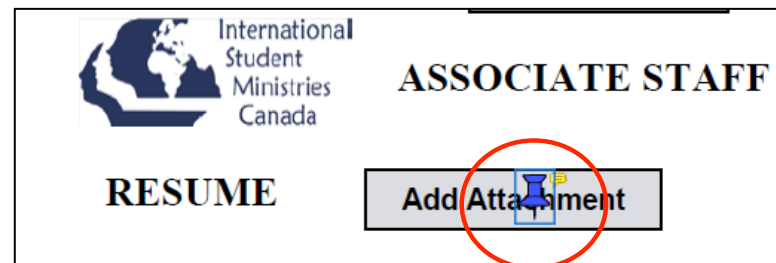b. Click on the **Paper clip icon** in the top toolbar and then select "**Attach File**"

4. How to fill out the form – Adding File Attachments (continued)

c. Select the **Icon** you want to appear to represent your attached file. Click **OK**

d. The Icon you have selected should appear and you can **place it over the "Add Attachment" button.**

5. How to fill out the form – Signature Fields

a. To make a digital signature, click on the **signature field** and then click on "**Configure Digital ID**".

5. How to fill out the form – Signature Fields (Cont.)

b. If you do not already have a Digital ID, select "**Create a new Digital ID**" and click **Continue**

c. You can save the Digital ID to a file in your computer by selecting "**Save to File**". Click **Continue**.

5. How to fill out the form – Signature Fields (Cont.)

d. Type in your **Name** and **Email Address**, along with any other information you would like to include in your Digital ID. Select **Digital Signatures** beside "Use Digital ID for". Click **Continue**.

e. Your Digital ID will be automatically designated a location. Click **Browse** if you want a specific location for it. **Make up your own password** to protect your Digital ID and type it again to **confirm the password**. Click **Save**.
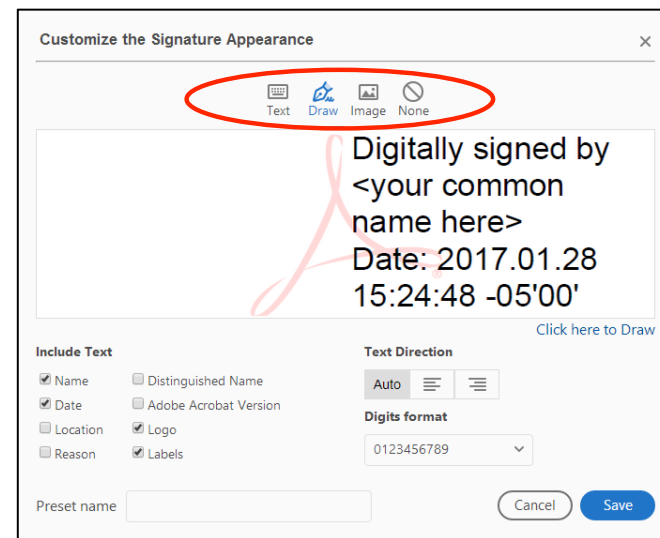
5. How to fill out the form – Signature Fields (Cont.)

f. **Select** your newly created Digital ID and click **Continue**.
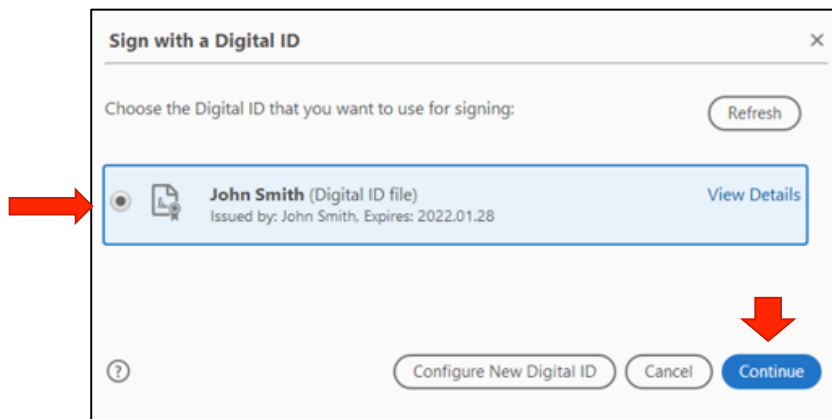
g. You can choose whether to select "**Text**" to type your signature, "**Draw**" to draw your signature, or "**Image**" if you have an image of your signature.

5. How to fill out the form – Signature Fields (Cont.)

h. Once you're happy with your Digital Signature, Enter your **Digital ID Password** in the box provided and then click on **Sign**.

Example of a Signature done using "Text"

Example of a Signature done using "Draw"

5. How to fill out the form – Signature Fields (Cont.)

i. Your Digital Signature should appear in the Signature field. You can use your mouse to reposition the Signature, if necessary.

conducted with the same gender for maximum effectiveness.

I have read and accept the ISMC Lifestyle & Conduct Policy for Volunteers

Signature _____ John Smith _____ Digitally signed by John Smith Date: 2017.01.28 15:31:46 -05'00' Date_____

Accepted by SLT: July 9, 2014

(2/16)

6. How to fill out the form – Submit button

a. When you have signed and filled out the entire form, click on the **"Submit by email"** button.

I hereby affirm my agreement with the foregoing doctrinal statement.

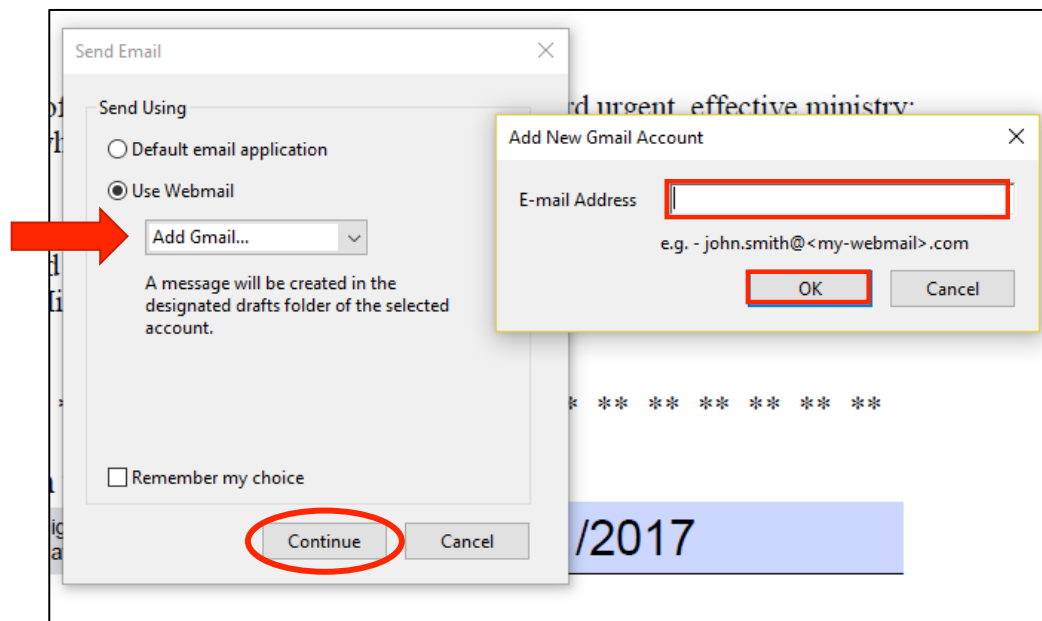Signed: _____ Date _____

Submit by email

b. A **"Send Email"** window will appear. You can choose **"Use Webmail"** and select your email address. Press **Continue**.
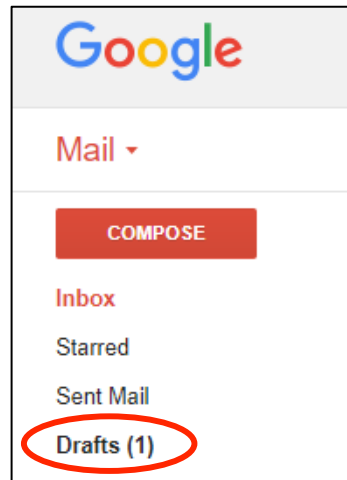
OR

c. If your email doesn't show up, you may need to add your email. Click "**Add Gmail**" or your desired account. A second window will show up. Type your email there. Click **OK.**

6. How to fill out the form – Submit button (Cont.)

d. You will be prompted to sign in to your email account. Sign in.

e. Once you've signed in to your email account, check your Drafts folder.

f. You should see an email starting with the title: Form Returned. It will be addressed to hr@ismc.ca and should contain your filled out Application Form as an **attachment**. Click **Send**.