

Description:

Steps listed below demonstrate how to electronically complete (fill-out) PDF forms using Adobe Acrobat Reader DC software. Most fillable PDF forms are sent by JPA employees via

- Downloadable hyperlink
- Email
- JPA's cloud drive

Requirements:

- Adobe Acrobat Reader DC
- Downloaded fillable PDF form(s)

1. Download fillable (PDF file to be electronically filled out) PDF file

Drive

Application Packet

DOWNLOAD ALL

Files

Name ↑

Employment Application

2. Employment App.pdf

Direct Deposit Form

4. Direct Deposit Form.pdf

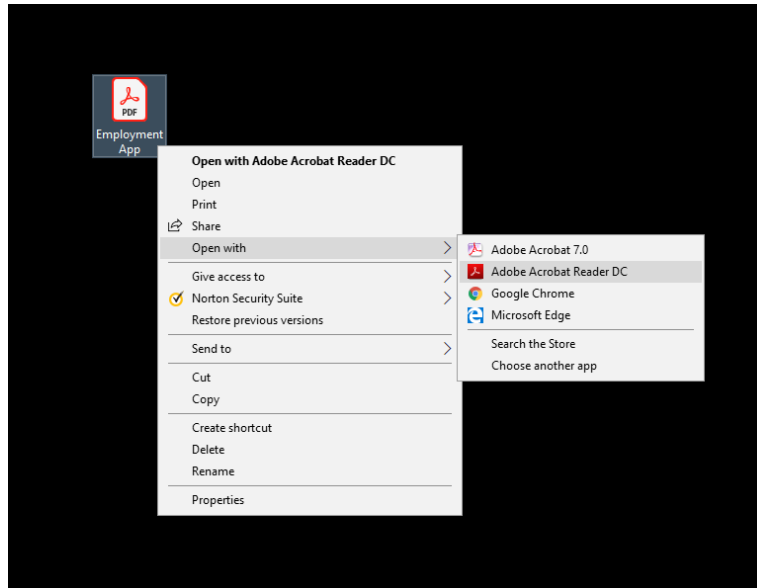
Form W-4 (2019)

5. W-4 (2019).pdf

2. Locate downloaded PDF file on computer



- a. Right click on file
- b. Select 'Open with'
 - i. Adobe Acrobat Reader DC



3. Click 'Fill & Sign' link on right side of application

Employment App.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Employment App.pdf x Sign In

1 / 3 65.8% Share

Employment Application

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." Do not leave questions blank. Be sure to sign when completed. JP & Assoc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Resumes will not be accepted in lieu of applications, unless specifically stated in the job vacancy notice.

DEMOGRAPHICS

NAME (Last) (First) (Middle) (Cell Phone)

MAILING ADDRESS (Street) (City) (State) (Zip) (Country) (Home Phone)

E-MAIL ADDRESS

List any other names used if different from name on this application.

Full-Time ☐ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? Are you at least 17 years of age? Yes ☐ No ☐

Are you willing to work hours other than 8-5? Yes ☐ No ☐ Days are you UNABLE to work?

Current Driver's License # (if required for position) (State) (Driver License #)

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes ☐ No ☐ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☐ No ☐ If yes, name and location of high school or GED Institute:

College Graduate? Yes ☐ No ☐ If yes, name and location of institution:

Special Training/Skills/Qualifications: List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Do you speak a language other than English? (if required for this position) Yes ☐ No ☐ If yes, what language(s) do you speak? How fluently? Fair ☐ Good ☐ Excellent ☐

MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☐ No ☐ If yes, list type of discharge

Dates of Service (From/To):

Export PDF
Create PDF
Edit PDF
Comment
Combine Files
Organize Pages
Redact
Protect
Optimize PDF
Fill & Sign
Adobe Sign
Send for Review
More Tools

Convert and edit PDFs with Acrobat Pro DC
Start Free Trial

4. **Fill & Sign** (While in Fill & Sign mode)
 - a. **Click on each field; then type in pertinent information**

Employment App.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Employment App.pdf x ? Sign In

1 / 3 87.4% Share

Fill & Sign Sign Send a Copy Close

E m p l o y m e n t A p p l i c a t i o n

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DEMOGRAPHICS

NAME Smith John 777 - 777 - 7777
(Last) (First) (Middle) (Cell Phone)

MAILING ADDRESS 26 Any St Any TT 20006
(Street) (City) (State) (Zip) (Country)

E-MAIL ADDRESS anyemailaddress@domain.com
(Home Phone)

List any other names used if different from name on this application. _____

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? _____ Are you at least 17 years of age? Yes ☐ No ☐

Are you willing to work hours other than 8-5? Yes ☐ No ☐ Days are you UNABLE to work? _____

Current Driver's License # (if required for position) _____
(State) (Driver License #)

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes ☐ No ☐ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☐ No ☐ If yes, name and location of high school or GED institute: _____

5. Save PDF

- a. Click 'File'
- b. 'Save As...'

The screenshot shows the Adobe Acrobat Reader DC interface. The 'File' menu is open, and 'Save As...' is highlighted. The main window displays the 'Employment Application' form. The form includes fields for NAME (Last, First, Middle), MAILING ADDRESS (Street, City, State, Zip, Country), and E-MAIL ADDRESS. The form also contains instructions and a section for other names.

Employment Application

These instructions must be followed exactly. Fill out application form completely. If questions are not leave questions blank. Be sure to sign when completed. JP & Assoc. is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the will not be accepted in lieu of applications, unless specifically stated in the job vacancy notice.

NAME
 (Last) Smith (First) John (Middle)
 777 - 777 - 7777
 (Cell Phone)

MAILING ADDRESS
 26 Any St Any TT 20006
 (Street) (City) (State) (Zip) (Country)
 (Home Phone)

E-MAIL ADDRESS
 anyemailaddress@domain.com

List any other names used if different from name on this application.

6. Save AS

- a. Select destination of PDF file being saved (*..can be saved on desktop*)

The screenshot shows the 'Save As' dialog box. The 'FILES' section is expanded, and the 'Desktop' folder is selected. The dialog box also shows the 'My Computer' section with 'Document Cloud' and 'Add Account' options. The 'Desktop' folder is highlighted, showing its path: C:\Users\100_Plmr\Desktop\.

Save As

Save in Recent Folder...

FILES

My Computer

Document Cloud

Add Account

Desktop
 C:\Users\100_Plmr\Desktop\

Downloads
 C:\Users\100_Plmr\Downloads\

_Knowledge Base (Published)
 C:\Users\Administrator\Desktop\400_IT_DNRI\Knowledge Base (Published)\

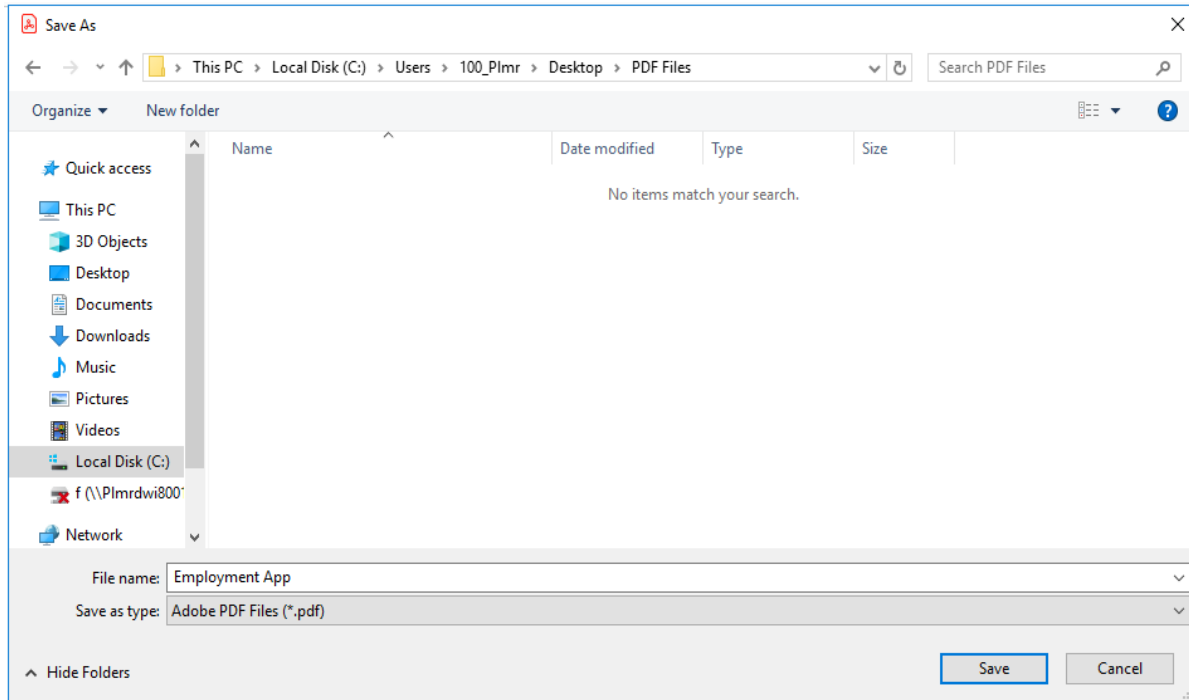
To Be Backed up
 C:\Users\100_Plmr\Desktop\To Be Backed up\

_Documents
 C:\Users\Administrator\Desktop\200_FN_DNRI\Documents\

Choose a Different Folder... Cancel

7. Save As

- Select destination of PDF file being saved (.. 2nd time depending on operating system)
- Make sure 'Save as type' drop down is 'Adobe PDF Files (*.pdf)



8. Saved file

- Can now be attached to an email and sent to recipient

