For Applicants (also included as first page of application form):

Employment Application Troubleshooting Tips:

1. Make sure you have the most current version of Adobe Acrobat, or Adobe Reader. A free download of Adobe Reader is available here: http://get.adobe.com/reader/

2. Save the application to your computer BEFORE filling it out. Open the file and complete the application form. Only enter data into the saved copy.

In order to combine application materials (e.g. application form, CV, transcripts, etc.) into one PDF, the most recent version of Adobe Acrobat is needed. An alternative to combining documents electronically is to print materials and then scan the hard copies as one document. Then attach the scanned document to an email for submission.

For Staff Coordinating Recruitment:

Problem: Application form received from candidate appears to be blank, but you can see text when you click on a cell in the form

Solution: (you must have Adobe Acrobat Pro to do this)

1. Right click on the document icon, and select "Open with Adobe Acrobat"
2. Click on "Tools" in the upper right hand corner
3. Click on the "forms" tab and choose "edit"
4. Select fields whose contents are hidden behind the fill (you can drag a box around fields (one page at a time), and as long as the box you drag is touching or enclosing the fields they will be selected).
5. Right click on the selected field and choose "properties" > "appearance," then click on the little box with the red line through it beside "fill color." When you choose a color, you will be able to see the text that is in the fields. You can choose white as the color, or click back to "no color," and you should be able to see the data.
6. Continue selecting boxes until all contents are visible (no need to close the properties-appearance box between selections - saves time and effort).
7. When you are done and all the fields are visible, click "close form editing." Be sure to save changes.