

Google Application Tips and Electronic Signature Instructions

APPLICATION TIPS

Here are some helpful tips for completing your application:

- Complete the Application using Adobe Reader - Available for free from [Adobe's website](#).
 - If you are using a Mac, **do not** open the document in Preview - use Adobe Reader.
- Please only sign the form after you have completed ALL fields. You will not be able to make any changes to the document after e-signing. If you need to make changes, right click on your signature, click "Clear Signature," make the necessary changes, and then re-sign.
- Be sure to check both e-signature consent boxes at the bottom of pages 2 & 3 prior to signing. Make sure to sign using your first and last name.

Save an electronically signed version of the form for your records **using the original file name** and **email** the completed application form to me **prior** to your interview. Maintaining the original file name will ensure effective administrative processing of this form.

E-SIGNATURE INSTRUCTIONS

PC Users

After you click on the e-signature box to add your signature, please follow the steps below if you have never used Adobe Reader to sign an electronic document:

Please see the section below, "Mac Users" for a step-by-step guide with screenshots if you are using a Mac to fill out your application.

1. In the "Add Digital ID" Window, select "A new digital ID I want to create now" and click Next.
2. Select to store your digital ID in a "New PKCS#12 digital ID file." Click Next.
3. In the next screen fill out your full name, email address, and country. You don't need to change or add anything else (i.e. there is no need to allow for encryption).
4. Create a file location and password for your digital ID file (if you are unable to see the confirm password box, it could be because your Windows display font size is set to something larger than the default. Press tab and then blindly type in your password to confirm). Click Finish.
5. Adobe will then display a "Sign Document" window with e-signature certification – the default should now be the digital ID file you just created. Enter your password and press the 'Sign' button.

The final signature should look like this:

Interviewee - I consent to the use of electronic signature. ☒ Yes ☐ No

If no, please contact your recruiter to submit a hardcopy application. Please note, processing delays are possible in the event you do not use e-signature.

Electronic signature date (MM/DD/YY): 05/31/13

Electronic signature: John Smith

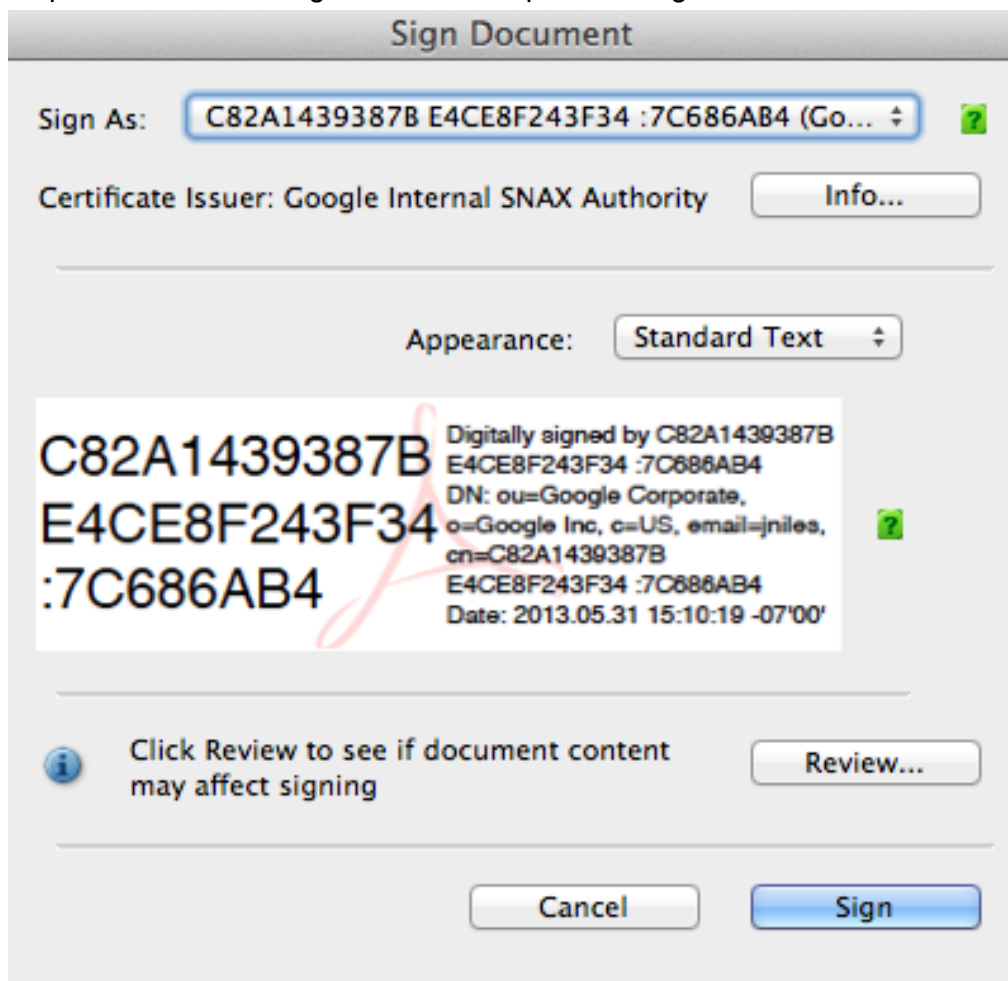
Digitally signed by John Smith
DN: cn=John Smith, o, ou,
email=johnsmith@gmail.com, c=US
Date: 2013.05.31 06:42:15 -07'00'

Mac Users

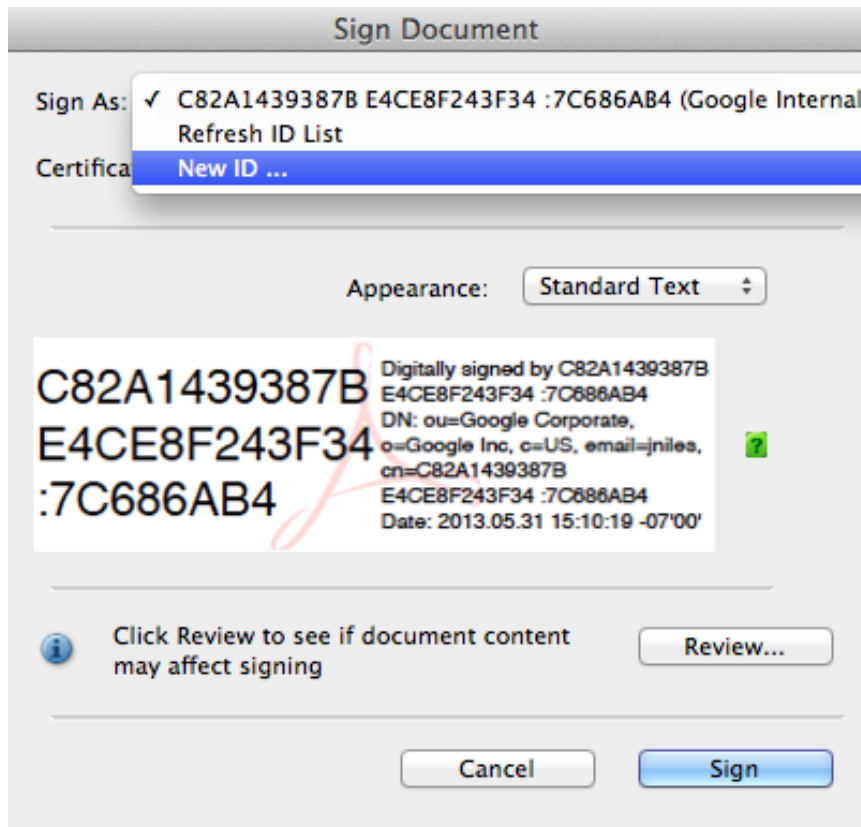
After you've filled out the document, please follow the steps below to electronically sign it in Adobe Reader (step-by-step guide with screenshots below):

1. Click into the signature box to open the "Sign Document" window.
2. In the "Sign As" field, click the arrows to look at the drop-down menu. Select "New ID."
3. Choose "A new ID I want to create now."
4. Enter your name and email. Click Next.
5. You'll be prompted to create a password. Create one and click Finish.
6. You'll be taken back to the original "Sign Document" window. Click the arrows on the "Sign As" field again. You should now be able to see the signature you just created. Select it.
7. When prompted, submit your password. Then click "sign" to finish.

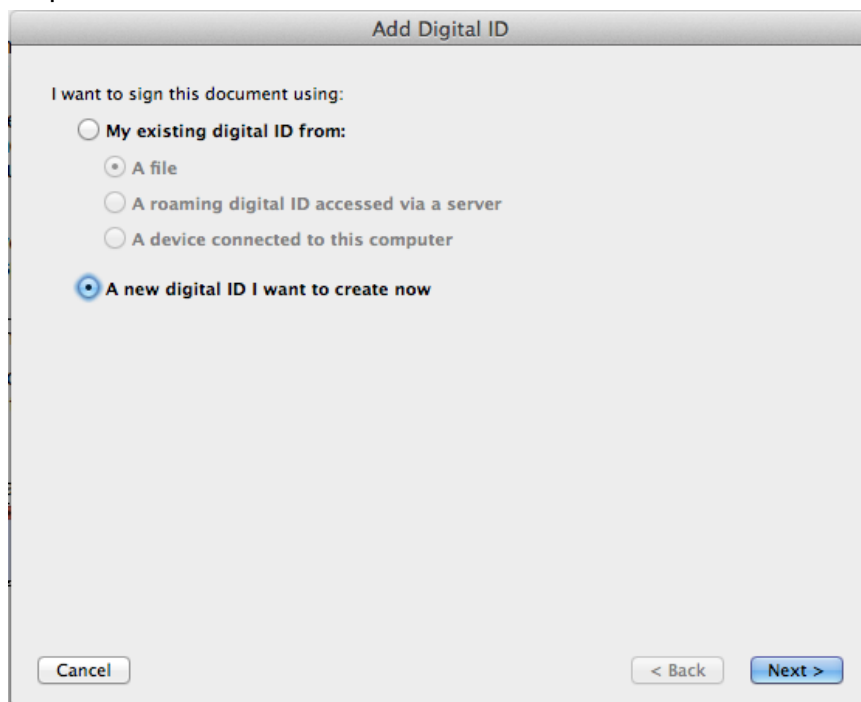
Step 1: Click into the signature box to open the "Sign Document" window.



Step 2: In the “Sign As” field, click the arrows to look at the drop-down menu. Select “New ID.”



Step 3: Choose “A new ID I want to create now.”



Step 4: Enter your name and email. Click Next.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Smith

Organizational Unit:

Organization Name:

Email Address: johnsmith@gmail.com

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

Step 5: You'll be prompted to create a password. Create one and click Finish.

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

/Users/jniles/Library/Application Support/Adobe/Acrobat/11.0/Security/Joh

Browse...

Password:

.....

Strong

Confirm Password:

.....|

Cancel

< Back

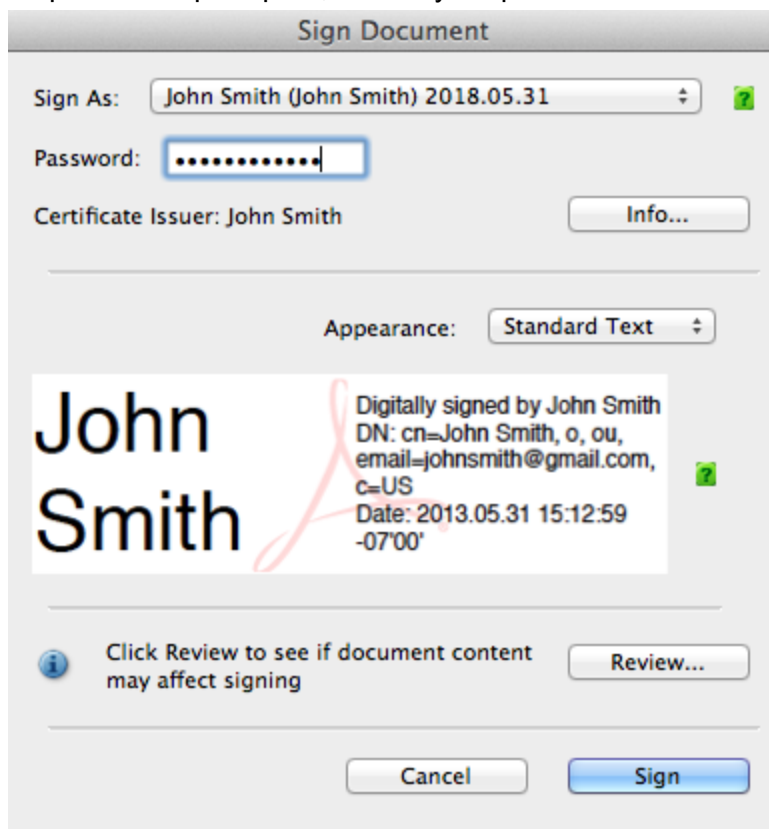
Finish

Step 6: You'll be taken back to the original "Sign Document" window. Click the arrows on the "Sign As" field again. You should now be able to see the signature you just created. Select it.



The screenshot shows the "Sign Document" dialog box. At the top, the title bar says "Sign Document". Below it, the "Sign As:" dropdown menu is set to "John Smith (John Smith) 2018.05.31". To its right is a green status icon. Below the dropdown is a "Password:" field, which is currently empty. Underneath the password field, it says "Certificate Issuer: John Smith" with an "Info..." button to its right. A horizontal line separates this section from the next. Below the line, the "Appearance:" dropdown is set to "Standard Text". The main part of the dialog features a large preview area. On the left of the preview is the name "John Smith" in a large, bold font. To its right is a red, stylized signature. Further right, the text reads: "Digitally signed by John Smith", "DN: cn=John Smith, o, ou,", "email=johnsmith@gmail.com,", "c=US", "Date: 2013.05.31 15:12:59", "-07'00'". To the right of this text is a green question mark icon. Below the preview area, there is an information icon and the text "Click Review to see if document content may affect signing". To the right of this text is a "Review..." button. At the bottom of the dialog are two buttons: "Cancel" and "Sign".

Step 7: When prompted, submit your password. Then click "sign" to finish.



This screenshot shows the same "Sign Document" dialog box as the previous one, but with the "Password:" field now filled with a series of dots. The rest of the interface, including the "Sign As:" dropdown, "Certificate Issuer", "Appearance:" dropdown, signature preview, and buttons at the bottom, remains the same.

Step 8: Final look. The signature on your document should look like this:

Interviewee - I consent to the use of electronic signature. ☒ Yes ☐ No

If no, please contact your recruiter to submit a hardcopy application. Please note, processing delays are possible in the event you do not use e-signature.

Electronic signature date (MM/DD/YY): 05/31/13

Electronic signature: **John Smith**
Digitally signed by John Smith
DN: cn=John Smith, o, ou,
email=johnsmith@gmail.com, c=US
Date: 2013.05.31 06:42:15 -07'00'