

Google Application Tips and Electronic Signature Instructions

APPLICATION TIPS

- 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 checking the option to lock the doc after e-signing. If you need to make changes, please contact your recruiting coordinator for a new form.
- 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.

Troubleshooting E-Signature Issues on Adobe Reader XI

1. Click on "Fill & Sign" in the top right-hand corner.
2. Expand the "Work with Certificates" menu and select "Sign with Certificate."
3. Follow the instructions on the dialog box to create a new digital ID and sign the document with a certificate.

Troubleshooting E-Signature Issues on Adobe Acrobat Reader DC

1. Click on "Tools" in the upper left-hand corner.
2. Select "Certificates."



Stamp

Open ▾



Certificates

Open ▾



Measure

Open ▾

3. Click on "Digitally Sign" in the top center.
4. Follow the instructions on the dialog box to create a new digital ID and sign the document with a certificate.

Whether you are using Adobe Reader or Acrobat Reader, your 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 -0700'

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.

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, check the box to "lock the doc," and press the Sign button.

Mac Users

After you've filled out the document, please follow the steps below to electronically sign it in Adobe Reader (stepbystep 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 check the box to "lock" the document after signing, and click "sign" to finish.

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

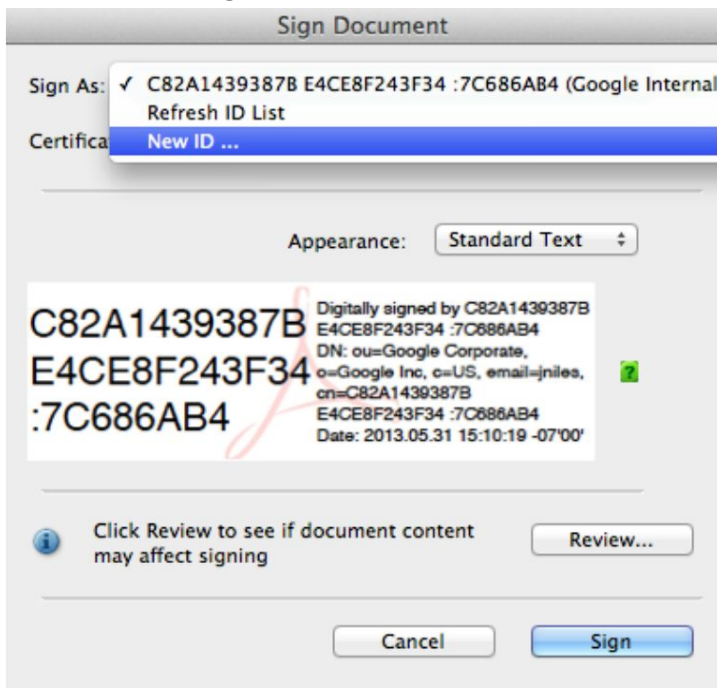
Interviewee - I consent to the use of electronic signature. ☒ Yes ☐ No

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): 8/26/15

Electronic signature: 

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.

The screenshot shows a dialog box titled "Add Digital ID". The instruction at the top reads: "Enter your identity information to be used when generating the self-signed certificate." The form contains the following fields and options:

- Name (e.g. John Smith):
- Organizational Unit:
- Organization Name:
- Email Address:
- Country/Region:
- Key Algorithm:
- Use digital ID for:

At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

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

The screenshot shows the same "Add Digital ID" dialog box, but at Step 5. The instruction reads: "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."

The form contains the following fields and options:

- File Name:
- Password:
- Strength indicator: Three green bars and one grey bar, followed by the text "Strong".
- Confirm Password:

At the bottom, there are three buttons: "Cancel", "< Back", and "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.



Step 7: When prompted, submit your password. Then check the box to "lock" the document after signing, and click "sign" to finish.

