

## **Guide to completing the 2019 Camp Gifford Summer Staff Hiring Package**

### **When filling out this application:**

Please fill out all the yellow boxes as they apply and digitally sign employee signature blocks as indicated by the red tab.

Once completed save the document on your own device using a different name. They attached the saved document to [tsacampgifford@gmail.com](mailto:tsacampgifford@gmail.com)

Have all 3 reference forms completed and preferably emailed to us.

### **Parents of minors under 18 years of age:**

Please fill out all the highlighted green boxes and digitally sign Parent Signature blocks as indicated by the red tab.

### **Next Steps:**

After Camp Gifford receives the completed application and reference forms, they will call you for an interview. Once they determine which position is the best fit, they will send you the:



- *Job Description (Digitally Sign)*
- *Summer Staff Agreement*
- *Parent Authorization for Summer Work (print, fill, sign and scan/mail back to Camp Gifford)*
- *Sterling Background Forms (print, fill, sign and scan/mail back to Camp Gifford)*

**Please plan to return these items as soon as possible so that we can complete your hiring package and get approval for you to join our team!**

### **How to create a digital signature:**

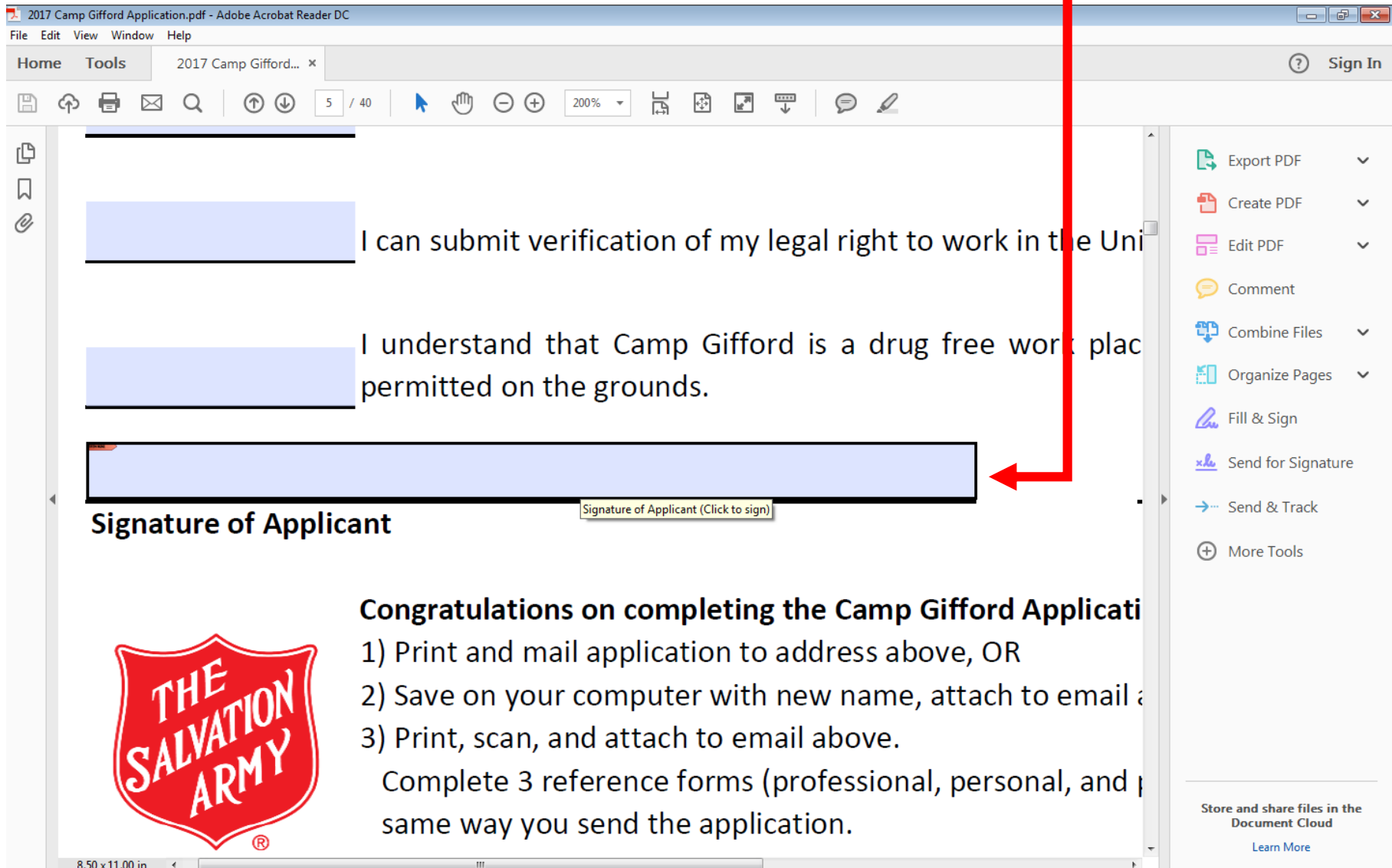
#### **HOW TO CREATE A DIGITAL SIGNATURE IN ADOBE ACROBAT for MACS**

##### **Steps to Electronically Sign a PDF Using Trackpad**

1. Open the PDF file you need to sign in Preview.
2. Click on the toolbox icon (  ) and then the signature (  ) icon.
3. Click on *Create Signature > Click Here to Begin*. Draw your signature on the trackpad. Click any key when finished. Click *Done*.
4. Click on the signature created to insert it into the PDF document. The signature can be moved or resized like a regular image.

# HOW TO CREATE A DIGITAL SIGNATURE IN ADOBE ACROBAT

## STEP ONE: Click your Cursor in the Signature box



The screenshot shows the Adobe Acrobat Reader DC interface. The title bar reads "2017 Camp Gifford Application.pdf - Adobe Acrobat Reader DC". The menu bar includes "File", "Edit", "View", "Window", and "Help". The toolbar shows various icons for file operations and navigation. The document content includes three signature boxes, each followed by a line of text. The first two boxes are light blue, and the third is a larger, darker blue box labeled "Signature of Applicant" with a tooltip that says "Signature of Applicant (Click to sign)". A red arrow points from the text "STEP ONE: Click your Cursor in the Signature box" to this box. The right sidebar contains a list of tools: "Export PDF", "Create PDF", "Edit PDF", "Comment", "Combine Files", "Organize Pages", "Fill & Sign", "Send for Signature", "Send & Track", and "More Tools". At the bottom, there is a red "THE SALVATION ARMY" logo and a list of instructions for completing the application.

I can submit verification of my legal right to work in the Uni

I understand that Camp Gifford is a drug free work place  
permitted on the grounds.

**Signature of Applicant** Signature of Applicant (Click to sign)

**Congratulations on completing the Camp Gifford Application**

1) Print and mail application to address above, OR  
2) Save on your computer with new name, attach to email and  
3) Print, scan, and attach to email above.

Complete 3 reference forms (professional, personal, and personal)  
same way you send the application.

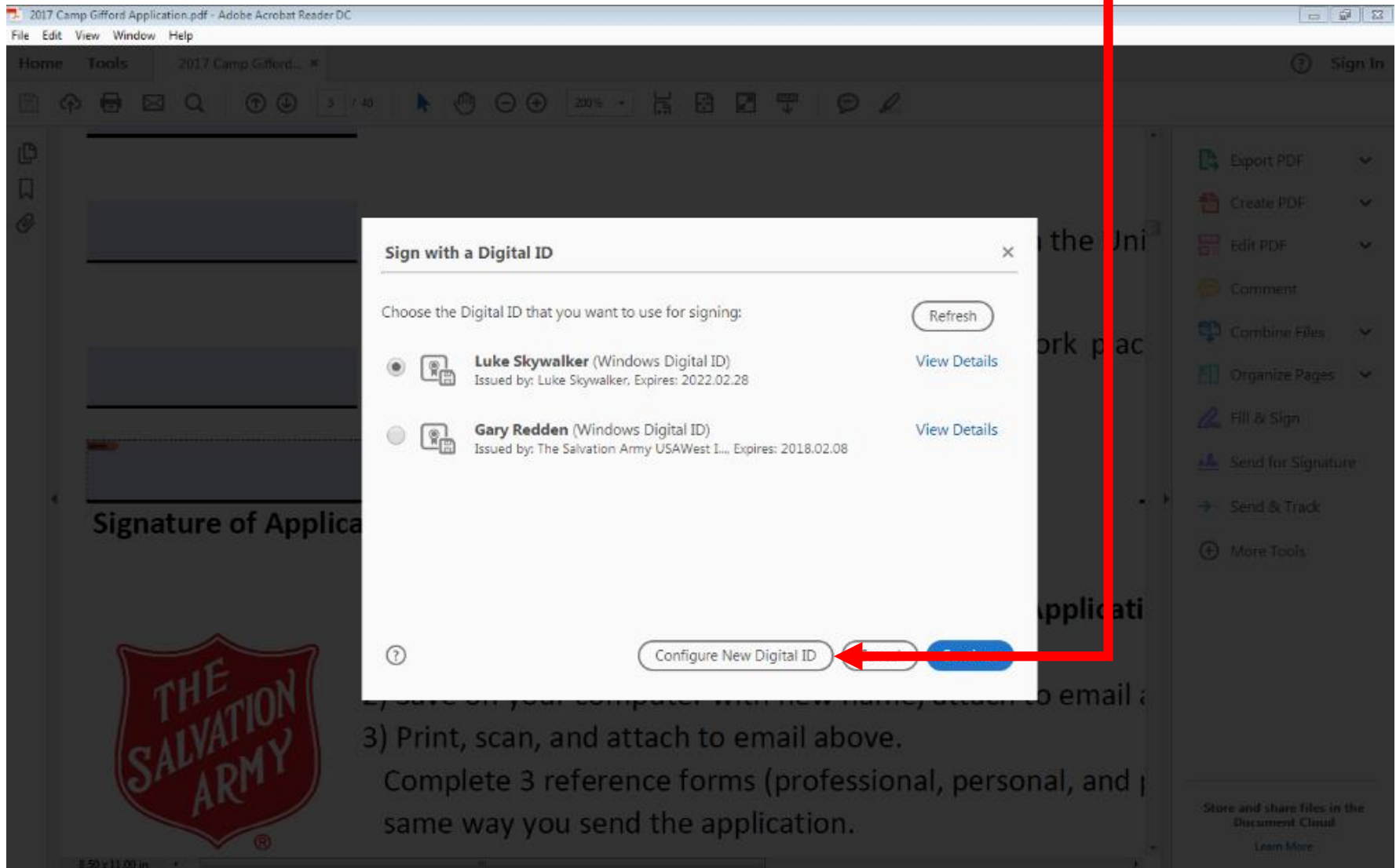
8.50 x 11.00 in

Store and share files in the Document Cloud  
[Learn More](#)

## STEP TWO: Choose or Create a Digital ID

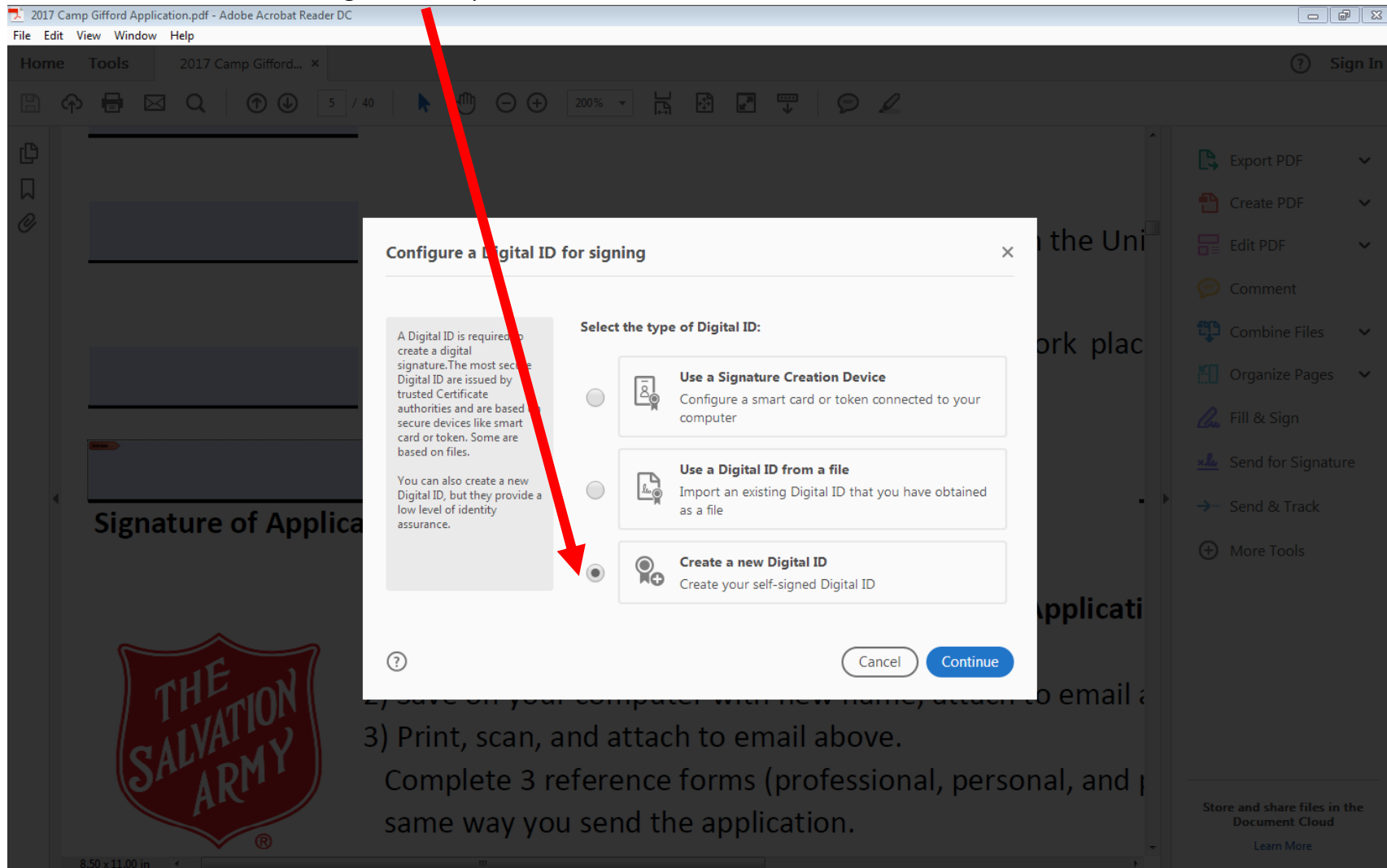
If a Digital ID is already created with your name on it please choose the correct name.

If you do not have a Digital ID select **(Configure New Digital ID)**



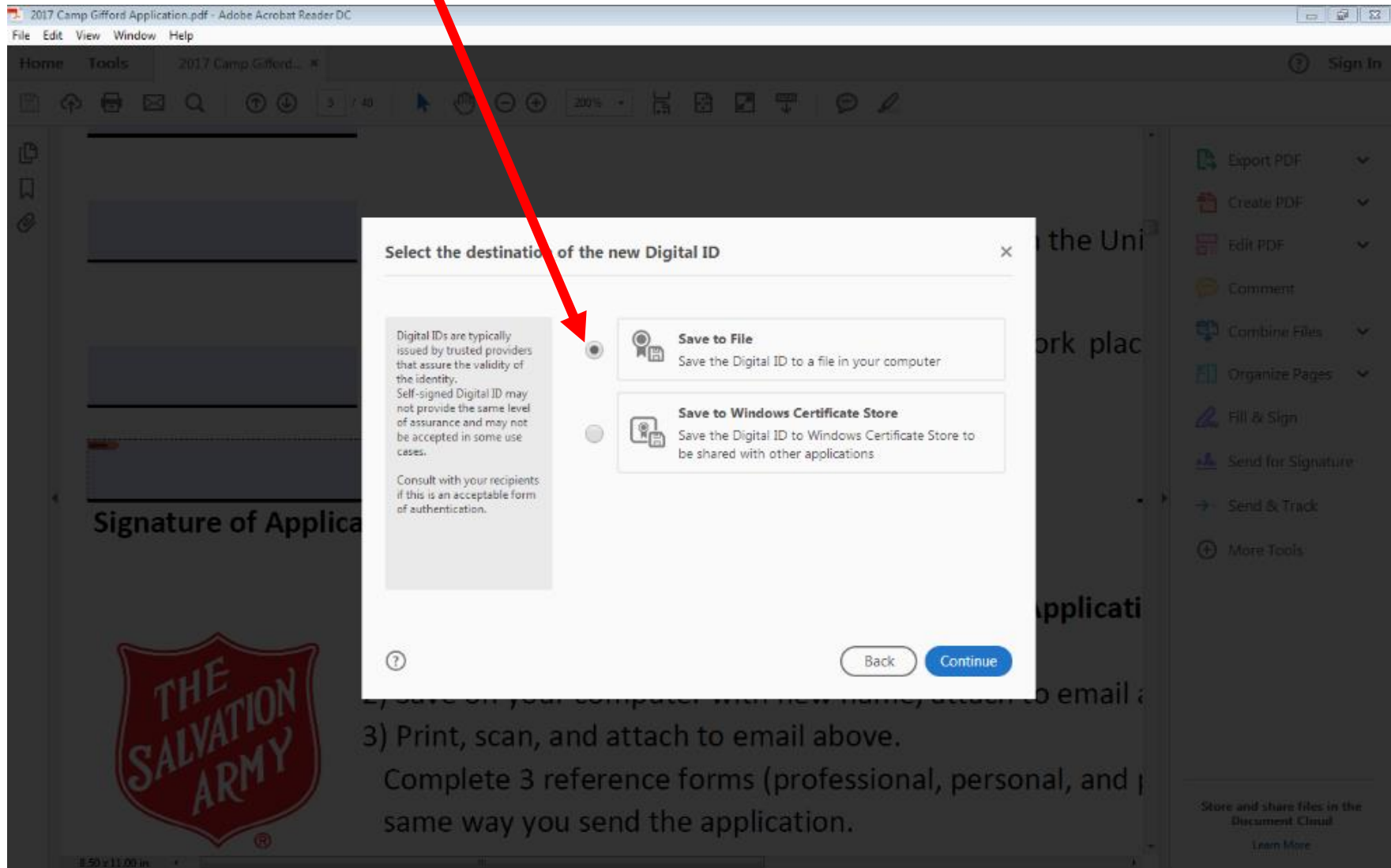
## STEP THREE: Create a new Digital ID

Choose **Create a New Digital ID** and press Continue



## STEP FOUR: Save the Digital ID to a location on your computer

Choose **Save to File** and press Continue



## STEP FIVE: Create a Self-Signed Digital ID

Follow the directed prompts to place your **First and Last name** and an **E-Mail Address**. Press Continue

2017 Camp Gifford Application.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 2017 Camp Gifford... \*

Sign In

Export PDF  
Create PDF  
Edit PDF  
Comment  
Combine Files  
Organize Pages  
Fill & Sign  
Send for Signature  
Send & Track  
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Signature of Applica

THE SALVATION ARMY

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3) Print, scan, and attach to email above.  
Complete 3 reference forms (professional, personal, and p  
same way you send the application.

**Create a self-signed Digital ID**

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name John Dow

Organizational Unit Enter Organizational Unit...

Organization Name Enter Organization Name...

Email Address John.Dow@gmail.com

Country/Region US - UNITED STATES

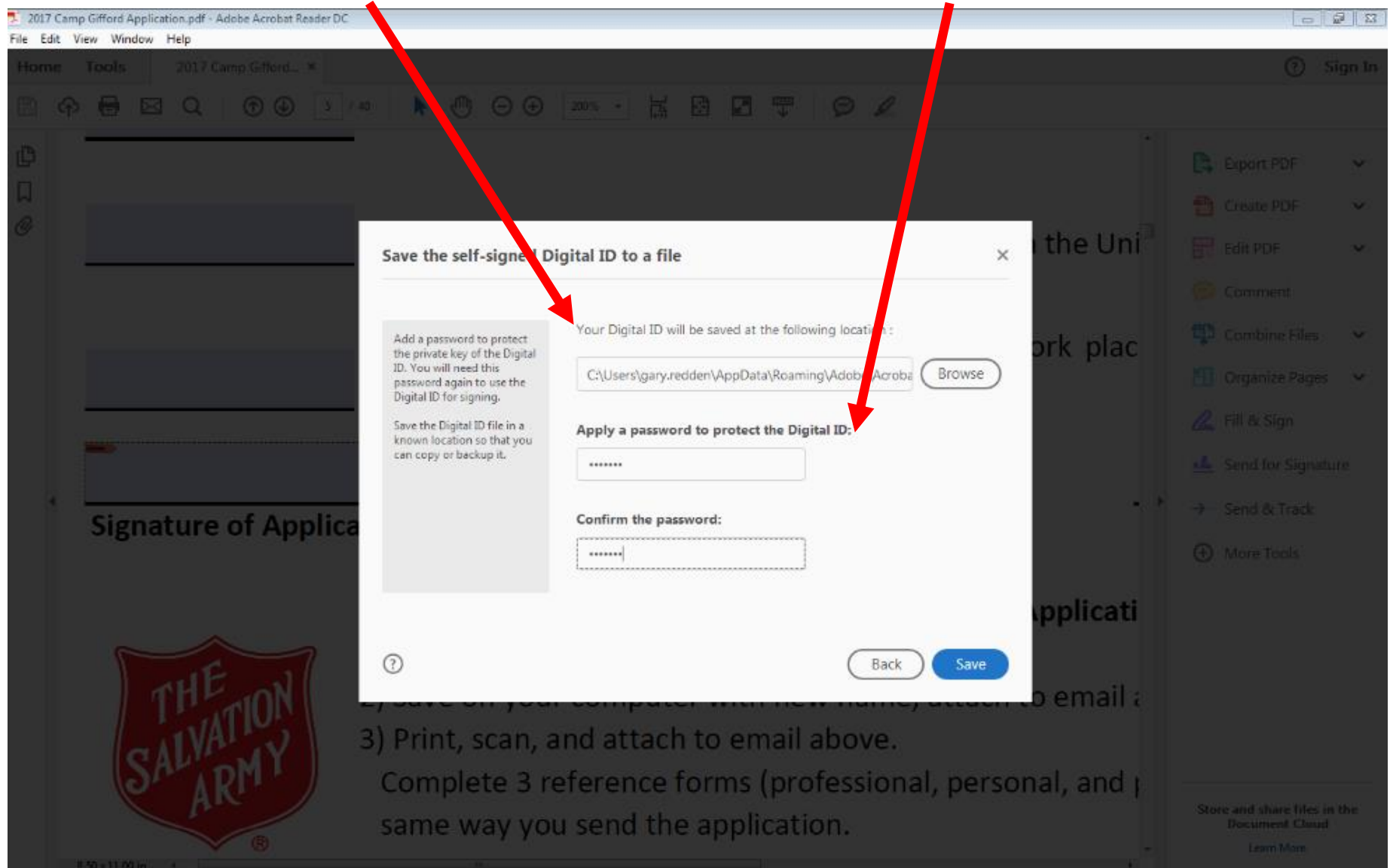
Key Algorithm 2048-bit RSA

Use Digital ID for Digital Signatures

Back Continue

## STEP SIX: Apply a protected password to your signature and save

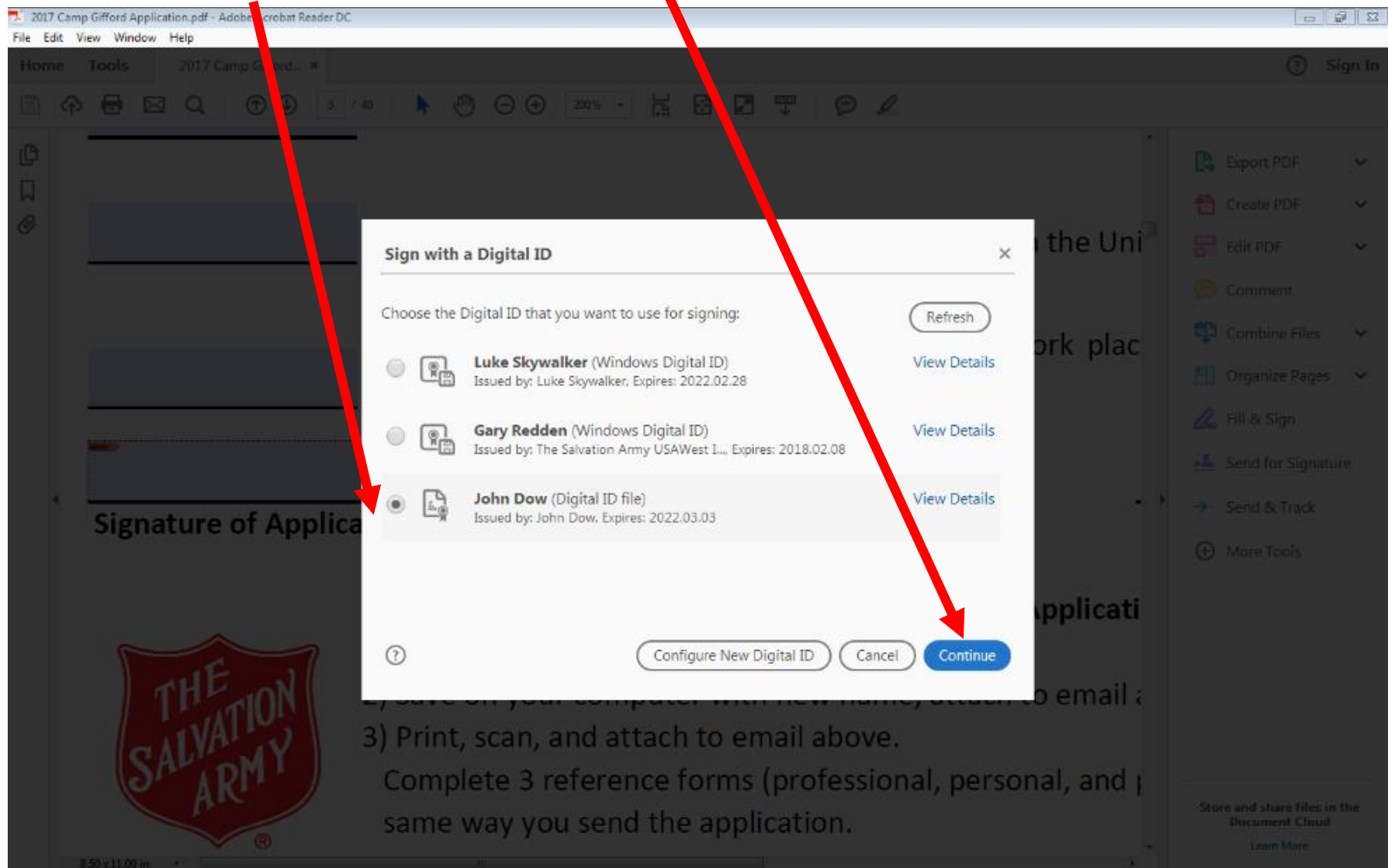
The Digital ID will default to the Adobe Acrobat file. Create a six digit protect password and press continue.





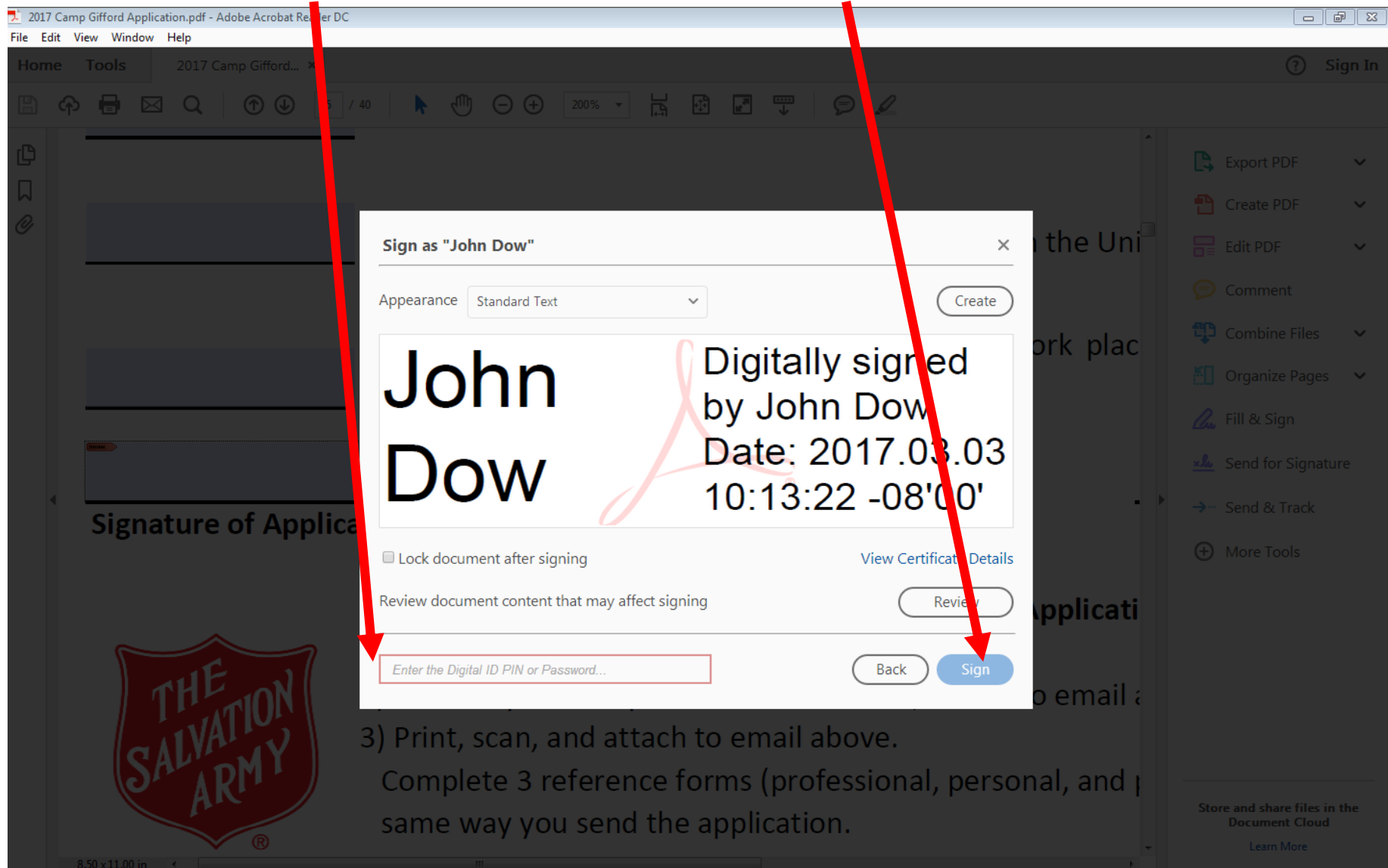
## STEP SEVEN: Select your newly created Digital Signature

Select your newly created signature and press Continue.

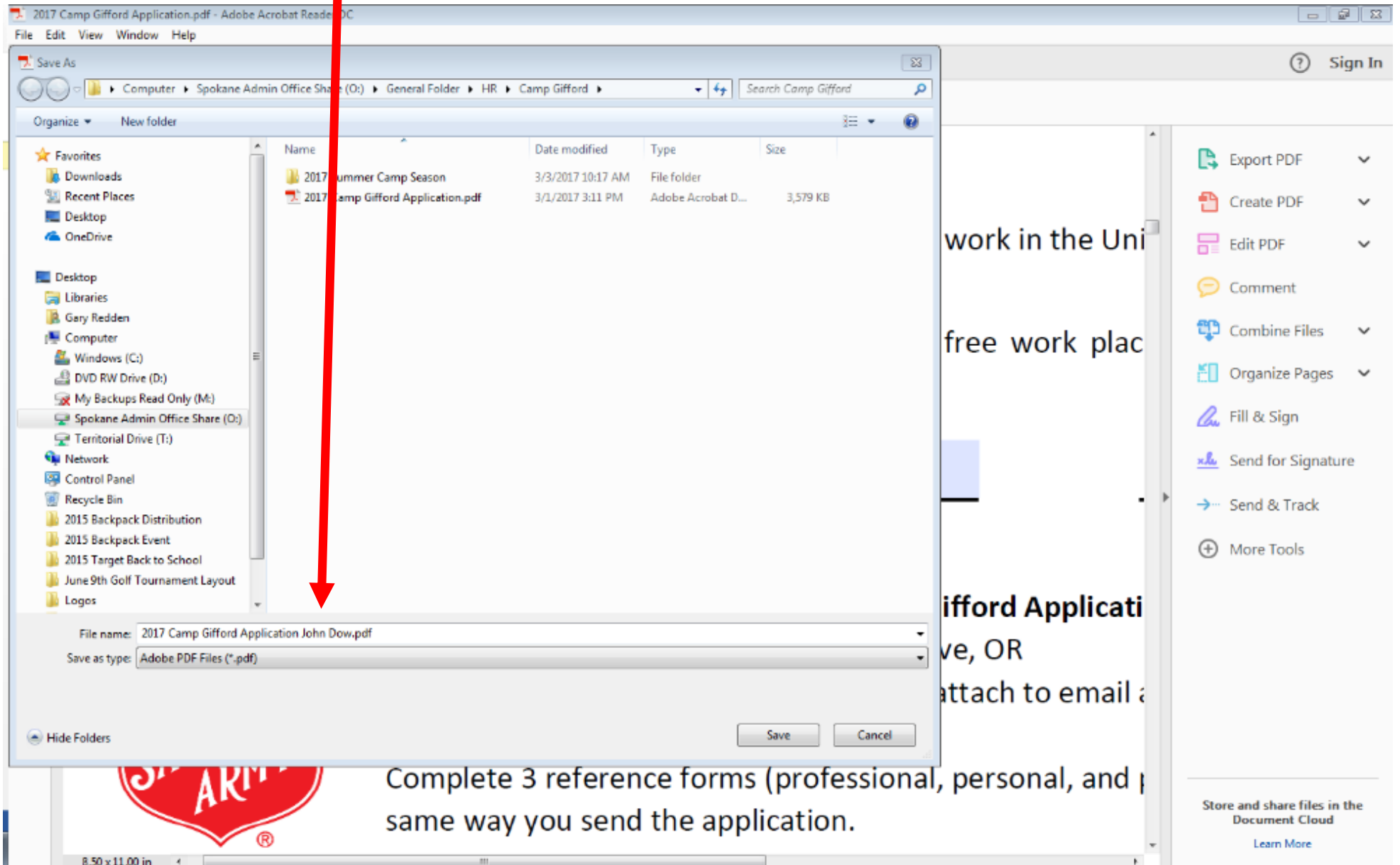




## STEP EIGHT: Enter your created password and sign



## STEP NINE: Save Document “Summer Camp Gifford Application First Last Name”



## STEP TEN: Your Digital Signature will appear on the document.

Continue filling in the application and sign where requested.

2017 Camp Gifford Application John Dow.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 2017 Camp Gifford... x

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permitted on the grounds.

**John Dow** Digitally signed by John Dow  
Date: 2017.03.03 10:21:02 -08'00'

**Signature of Applicant**

**THE SALVATION ARMY**

**Congratulations on completing the Camp Gifford Application!**

- 1) Print and mail application to address above, OR
- 2) Save on your computer with new name, attach to email and
- 3) Print, scan, and attach to email above.

Complete 3 reference forms (professional, personal, and personal reference) the same way you send the application.

Call us to set up a phone interview.

**OFFICE USE ONLY:**

Date Received		Location:
Interview Date		Position:

8.50 x 11.00 in

Export PDF  
Create PDF  
Edit PDF  
Comment  
Combine Files  
Organize Pages  
Fill & Sign  
Send for Signature  
Send & Track  
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