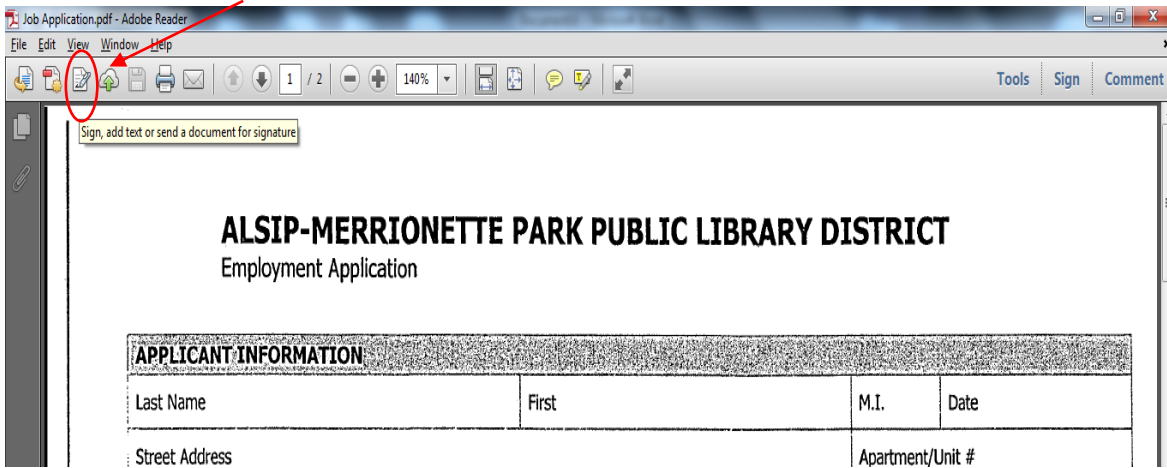
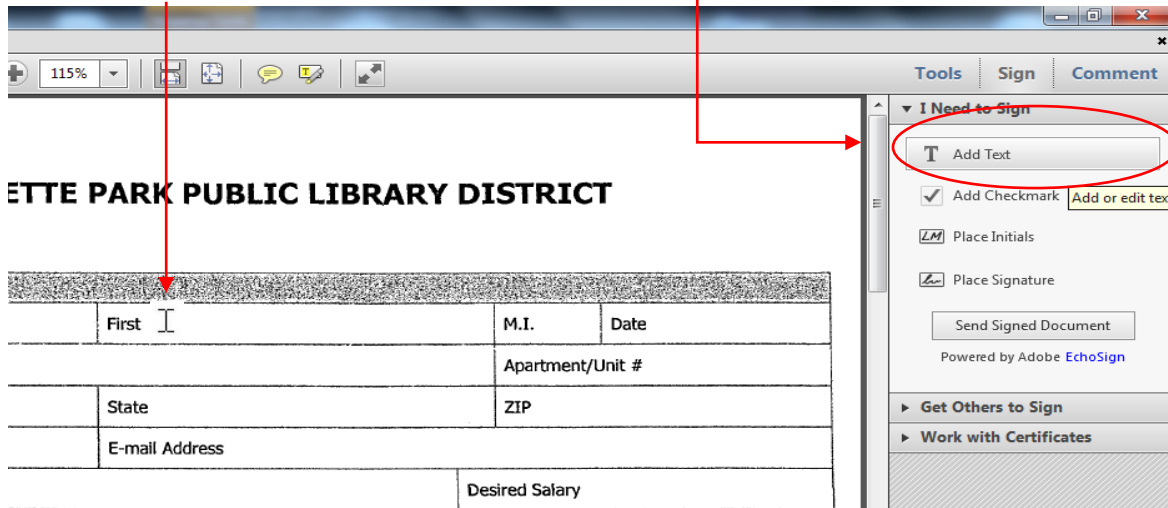


1. Save application to your desktop.
2. Click on the icon as shown below



(Screen on your right will appear.)

3. Click 'Add Text'
4. Place cursor on information boxes and click to type



Completed application should look as sample below

ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT
Employment Application

APPLICANT INFORMATION			
Last Name	Doe	First	John
M.I.		Date	12/12/2012
Street Address	9876 W Sample Rd		Apartment/Unit #
City	Sample	State	IL
ZIP	12345		
Phone	(123)456-9876		E-mail Address
sample@sample.com			
Date Available		Desired Salary	\$0.00
I am only seeking work: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time			
Are you a citizen of the United States?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain

The applicant should NOT disclose any information regarding criminal arrest or conviction records that have been expunged or sealed.