

## Completing Our Fillable PDF Application Form

Our employment application form is provided in a fillable PDF format, which allows you to enter data directly into the form using your computer and Adobe Reader. Applicants are responsible for the completeness and accuracy of all information provided in any application.

If you prefer to complete the form by hand, print it out as-is, fill in the information, and mail or bring it to INOV8V at the address shown on the application.

To complete the fillable PDF form follow the instructions below.

- » Use only the latest version of Adobe Reader to complete the application. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>
- » Avoid completing the application online within your web browser using a built-in PDF viewer, or by using MAC Preview (Macintosh OS).
- » Before completing the application, save the application form (PDF format) to a drive or location on your computer (e.g., Local Disk (C:), My Documents folder). The Save button on the form will open a Save As dialog box, which will allow you to save the application to a desired location on your computer. If viewing the form in a built-in PDF viewer (e.g., Chrome, FireFox), right-click the PDF and select Save As or Save Page As. Make sure the Save As type is set to Adobe Acrobat Document (\*.pdf).
- » Alternatively, you may save the PDF form without opening the file in either Adobe Reader or in any built-in PDF viewer. Simply right-click on the hyperlink for the PDF form and then choose the Save link as... or Save target as... option.
- » Note the file name and location of the saved file.

Once you have saved the application to your computer, you are ready to complete the form. Please be advised that the fillable PDF forms will not automatically save. It is strongly recommended that you periodically save data entered into a form by using the Save button on the form, or by clicking File > Save (or Save As) on the Adobe Reader menu bar. Use the same file name and location from the previous step. Use your TAB key to easily progress from field to field.

**After you have completed the application, save a final version of the file to your computer.**

## E- mailing Your Completed Form

After you have completed the form and saved a final version of the file to your computer, you should then e-mail the PDF file to INOV8V as an attachment via either a desktop email client (e.g., Microsoft Outlook) or Web email account (e.g., Gmail, Yahoo Mail). Following are instructions for using both methods.

### Using a Desktop E-mail Client:

- » Click the E-mail button provided at bottom of the application to automatically attach the completed PDF file to a new email message. This will populate the To: field with the appropriate e-mail address, which is HR@Inov8vMarine.com
- » Insert the Job Title (e.g., Electronics Technician Application) into the subject line.
- » Click the SEND option in your desktop email client.

### Using Web E-mail:

- » Sign-in to your Web e-mail account and compose a new message to: HR@Inov8vMarine.com
- » Locate the completed application form that you saved to your computer, and attach the PDF file to your e-mail message.
- » Insert the Job Title (e.g., Electronics Technician Application) into the subject line.
- » Click the SEND option in your Web email.

**If you have any trouble getting your application to us, please do not hesitate to call for assistance: (425) 481-2296.**