

CADL Online Job Application

There are 4 steps to a successful application. From the CADL Job Postings page, click the Apply Online button. The application will load in your browser window. You will have best results if you use the most recent versions of Internet Explorer, Edge, Firefox, Chrome, or Safari.

STEP 1: Provide Your Name and Email Address

First, please **provide your full name and an email address** we can use to contact you. Your email will not be used for any other purpose except in relation to your application. Click Submit.

Additional Authentication Required

The sender has requested your authentication for this document.

1. Please provide us with your name and email address to ensure secure authentication.

Name Email Address

Your use of this site is subject to [Terms of Service](#)

GET STARTED >

STEP 2: Complete the Application

You can't return to an application once you close your Internet browser, so complete your application and submit BEFORE closing your browser.

Add Your Information to the Form

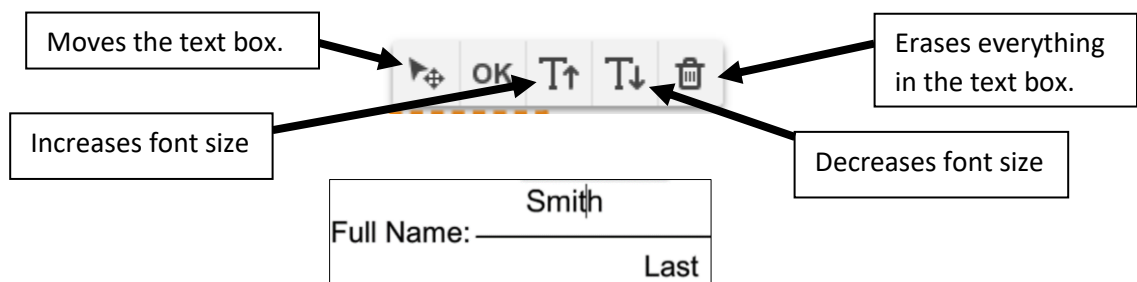
Click on a tool from the toolbar, then click on the form where you want to add content.



To add text, click on the Text tool and click on the line where you want to start typing. You can backspace over mistakes or click the trash symbol to start over in that box. Change the size of the text by clicking on the up and down icons on the context toolbar.

To edit text you have already added, click on it. It will be outlined and a cursor and context toolbar will appear.

To move text, click on it. Grab and drag the pointer icon on the context toolbar.





To check a box, click the Check tool at the top of the screen. Click on the form where you want to add a checkmark.

Are you 18 years or older? Yes No

To remove a checkmark, click the Text tool, then click on the checkmark you wish to remove. Click the trash icon on the context toolbar.



To sign your application, click the Sign tool. In the signature wizard, type your name in the first option and click Sign.

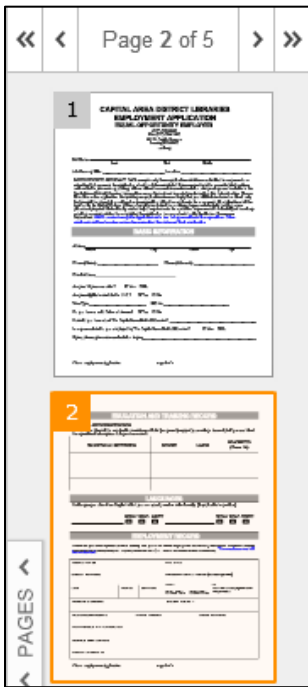
Position the signature over the Applicant's Signature line and click.



To add the date, click the Date tool. Position the box over the date line and click.

Navigate Among Pages

There are five pages in the CADL job application. Make sure you complete all pages before submitting.



To advance to the next page or go back to a previous page, click on the navigation arrows or the page thumbnails on the left. *Do not click Done at top right when you are done with a page. Click Done only when you are ready to submit your application.*

Submit the Form

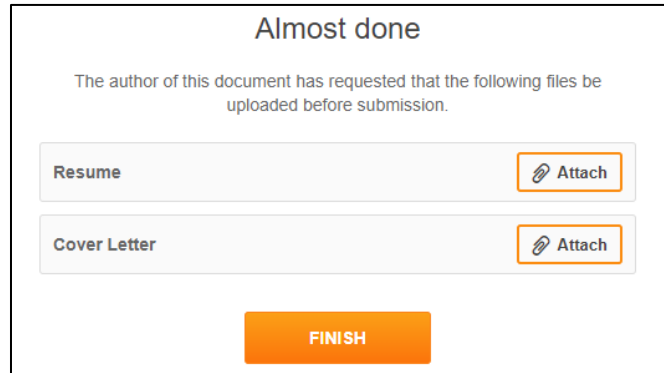
To submit your completed application, click Done at the top right.

DONE

DOUBLE CHECK YOUR WORK BEFORE SUBMITTING. You can't edit your application after it is submitted.

STEP 3: Upload Your Resume and Cover Letter

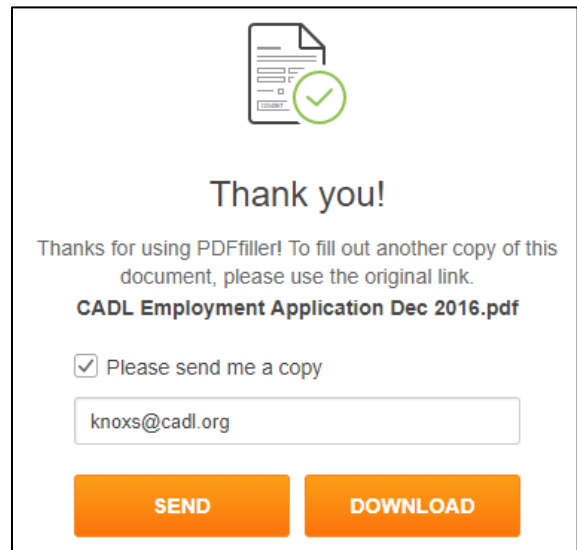
Next, you will be offered an opportunity to **submit a resume and/or cover letter**. Click Attach and browse to the place on your computer where your resume and cover letter are stored. *Please use only Word or PDF formats.* After selecting the files, Click Finish. If the job you are applying for does not require a resume or cover letter, just click Finish.



The screenshot shows a form titled "Almost done". Below the title, it says "The author of this document has requested that the following files be uploaded before submission." There are two rows of input fields. The first row is labeled "Resume" and has an "Attach" button with a paperclip icon. The second row is labeled "Cover Letter" and also has an "Attach" button with a paperclip icon. At the bottom center of the form is a large orange button labeled "FINISH".

STEP 4: Download or Email a Copy

Finally, you will be offered an opportunity **to email or download a copy of your application**. Click Send to email to the designated address or click Download. The downloaded file will be saved in the browser's default downloads folder. Use your browser's standard tools to view it or save it elsewhere.



The screenshot shows a confirmation screen titled "Thank you!". At the top is an icon of a document with a green checkmark. Below the title, it says "Thanks for using PDFfiller! To fill out another copy of this document, please use the original link." The document name is "CADL Employment Application Dec 2016.pdf". There is a checked checkbox labeled "Please send me a copy" and a text input field containing the email address "knoxscadl.org". At the bottom are two orange buttons: "SEND" and "DOWNLOAD".

Please Note:

- There is no email confirmation.
- You can reach us at 517-367-6300 during business hours or apply@cadl.org