

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: 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

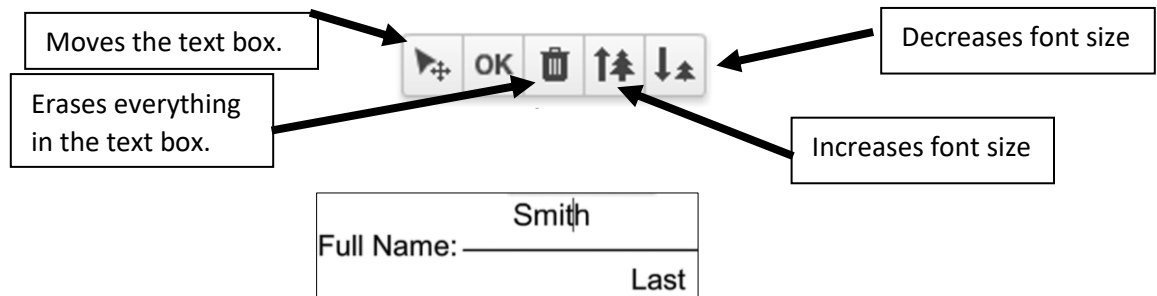
Click on a tool from the toolbar, then click on the form where you want to add content.



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.

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.

Are you 18 years or older? Yes No



To sign your application, click the Sign tool. Click the T and type your name. Click Save & Use. 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.



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

STEP 2: Upload Your Resume and Cover Letter

Next, you will be offered an opportunity to **submit a resume and/or cover letter**. Click Upload 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 Done at the top right. If the job you are applying for does not require a resume or cover letter, just click Done.

Thank you. You have successfully filled the document *CADL Employment Application Dec 2016.pdf*.

To complete your submission:

- Attach the files requested below. You can drag and drop them into the boxes.
- If you have any questions, please contact the sender at apply@cadl.org.

Please attach these files:

Resume (if required)	
	
Cover Letter (if required)	
	

DONE


If you receive an error after this step, it is because of a two minute inactivity timeout on this step. We are working with the vendor to change this. Be assured that we have received your application and attachments, but you will not be able to complete any further steps. This is OK.

STEP 3: Provide Your Name and Email Address

Next, 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.

STEP 4: Download a Copy


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



Thank You for Filling with PDFfiller!

To Download *CADL Employment Application Dec 2016.pdf*, please click **Download** button below

Download



Almost Done...

The owner of this document has requested that you fill out the following required information.

Without this information, this document cannot be delivered!

Jane Smith

Myemail@myemailaddress.com

Submit

Please Note:

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