Instructions for Completing PDF Application Form

Step 1 – Save the PDF to a safe place

Step 2 – Open the PDF, making sure it opens in Adobe Acrobat Reader rather than a browser. You may need to right click on the document and choose 'Open With' to select the correct software. If you don't have Adobe Acrobat, download it for free from here:

https://www.adobe.com/uk/acrobat/pdf-reader.html

Step 3 – Once open in Adobe Acrobat Reader it should look like this :

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Directorate: Applicant ID:		🕒 Send for Comments
		🔏 More Tools
Job ref: Closing Date:		
Please return this form directly to the school via:		
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Step 4 – On the right hand side of the screen click on the icon called 'Comment'. This will give you a new menu bar along the top that will look like this:



Step 5 – You can now use the text tool to enter your text. This will saved onto the document when you save so you can come back to it so it doesn't need completing in a single session.

The completed document should be emailed to <u>admin@brynoffa.shropshire.sch.uk</u> or can be posted to the school address.