

## READ ME – Completing pdf fillable forms

You are required to complete 3 forms

**Personal Information Form (red)**, and  
**Competency Application Form (green)**, and  
**Equal Opportunities form (yellow)**

You are advised to read the **GUIDANCE NOTES FOR CANDIDATES** document fully before proceeding to complete the forms

All forms are PDF forms which contain fillable fields. We have tested these on both PC and MAC and have encountered limited problems in completing the forms, saving them locally and emailing. However, your experience may differ depending on your operating system and software. Please see known issues below.

### Recommendations:

- Ensure your Operating System is up to date
- Ensure you have downloaded the latest Adobe Reader software: [Get adobe Reader](#)
- Other PDF readers are available e.g. Preview on MAC
- Before completing the form:
  - Add a few words of text or select checkbox to one of the form fields
  - Save a copy to your computer
  - Exit Adobe Reader
  - Reopen your saved form
  - If your text is visible and the form continues to be editable then continue ensuring you save at regular intervals

### Known Issues:

1. On some versions of OS and / or Adobe, users have experienced problems in pasting existing text which has been created in another document (e.g. Microsoft Word). Although pasting text into one of the pdf form fields is not a problem in itself, some users have had problems adding or editing text to the form after pasting. If you experience this issue, we recommend fully editing in the other document and then pasting the final version of your answer into the pdf form.
2. Some people have experienced problems saving the pdf form onto their computer. On the versions we tested we have not experienced this issue, however, we suggest following the recommended actions above before completing the form. If you continue to have problems, please contact us and we may be able to send you a word version of the forms.

email: [enquiry@stpaulsAdvice.org.uk](mailto:enquiry@stpaulsAdvice.org.uk) or phone: 0117 955 2981

### Alternatives to using a PDF reader:

If you are unable to use Adobe Reader or other pdf reader software, an alternative is to use Google Drive. You will need to have a Google or gmail account to do this.

1. Download Forms Pack as above.
2. Log into your google account.
3. Open Drive (from Google apps menu - top right).
4. Click 'New' and then 'File Upload'.
5. Select relevant file from the forms pack you saved earlier, which will then be displayed in your browser.
6. Select 'open with' (top centre of window) - Google will give you some options, select Lumin pdf.
7. Follow instructions and agree to a number of permissions (if you have not used Lumin pdf before).
8. File opens and you can begin complete.
9. N.B. Regularly save to your desktop or other folder on your computer.