

# 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 in PDF format that contain fillable fields. We use PDF because it is a universal format.

There are a number of options for completing forms in PDF format:

1. Use Adobe reader (or other PDF reader) on your Windows PC or Mac. 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.
2. Use Adobe online Fill and Sign service from your computer browser. Or use the Adobe Fill and Sign app, available for IOS or android devices.
3. Upload the form to Google Drive and use Lumin PDF (or other pdf reader app but NOT Adobe reader app) to complete the form

## 1. Using a PDF Reader on your computer or laptop:

- 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 to complete the form ensuring you save at regular intervals
- Once complete, send the form/s to [enquiry@stpaulsAdvice.org.uk](mailto:enquiry@stpaulsAdvice.org.uk) as an attachment

### Known Issues:

- Some 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:
  - Ensuring the text you have pasted does not exceed the word and character count as this will prevent further editing.
  - Fully edit in the other document and then pasting the final version of your answer into the pdf form, ensuring you word count is within the limit.
- 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

## 2. Using Adobe Fill and Sign:

- This service is accessed either through your computer browser or via an app available for IOS and Android devices.
- Click [here](#) to access via your computer browser
- Click [here](#) for IOS or Android app download
- You will need to sign in or create an Adobe account
- Once signed in upload the relevant form
- Use the simple text editor to create text boxes against required questions. Text can be increased or decreased in size and text boxes can be moved to be placed appropriately on the form
- Check boxes may be fillable or you can use the 'tick' available in the text editor menu
- Where appropriate you can add a signature by adding this to your Adobe account. This can be moved to place appropriately.
- Once complete, select share to email to [enquiry@stpaulsAdvice.org.uk](mailto:enquiry@stpaulsAdvice.org.uk) You will not be able to edit the document once shared but you will be able to download locally to your computer, phone or tablet

## 3. Using Google Drive:

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.

- Download and save forms to your computer or device
- Log into or create a google or gmail account
- Open Drive from the Google apps menu on a browser window or use the Drive app on IOS or Android device
- Click 'New' (+ on IOS or Android) and then 'File Upload'
- Select the form you wish to complete (This will be displayed in your browser or in an app on an IOS/Android device)
- In a browser, you will need to select 'open with' (in top centre above document).
  - You will then need to select a pdf reader that will allow you to fill forms. **Do not select adobe reader app as this does not support this function.**
  - Instead select Lumin PDF or similar app.
  - If this doesn't appear as an option, select '+connect more apps' and search for Lumin PDF.
  - If you have not used Lumin PDF before, you will need to follow instructions and agree to a number of permissions
  - Once open using Lumin PDF, **ensure auto sync is enabled** to save changes to your google drive account
  - You can then continue to complete the form
- In IOS or Android the form should automatically be displayed as a PDF with the option to 'fill in form'. This will then provide options, once completed, to save as a separate document if required
- Once completed you can either download document to your local computer / device and then email **or** you can 'send a copy' directly from the menu to the right of the document tile in Drive and email to [enquiry@stpaulsAdvice.org.uk](mailto:enquiry@stpaulsAdvice.org.uk)