

The following steps can be used for adding your digital signature to the online application after you have filled out the required fields.

1.) Click inside the yellow field next to Applicant Signature.

PLEASE READ AND SIGN BELOW

The Facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand this application does not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. I understand that signing this application gives Penick Village permission to contact my previous employers that I checked yes to in the Employment History section. **Any applicant for employment who willfully furnishes, supplies or otherwise gives false information on an employment application that is the basis for a criminal history record check under this section shall be guilty of a Class A1 misdemeanor. [NCGS 131E-265(e)]**

Date Applicant Signature

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2.) The following box will appear.

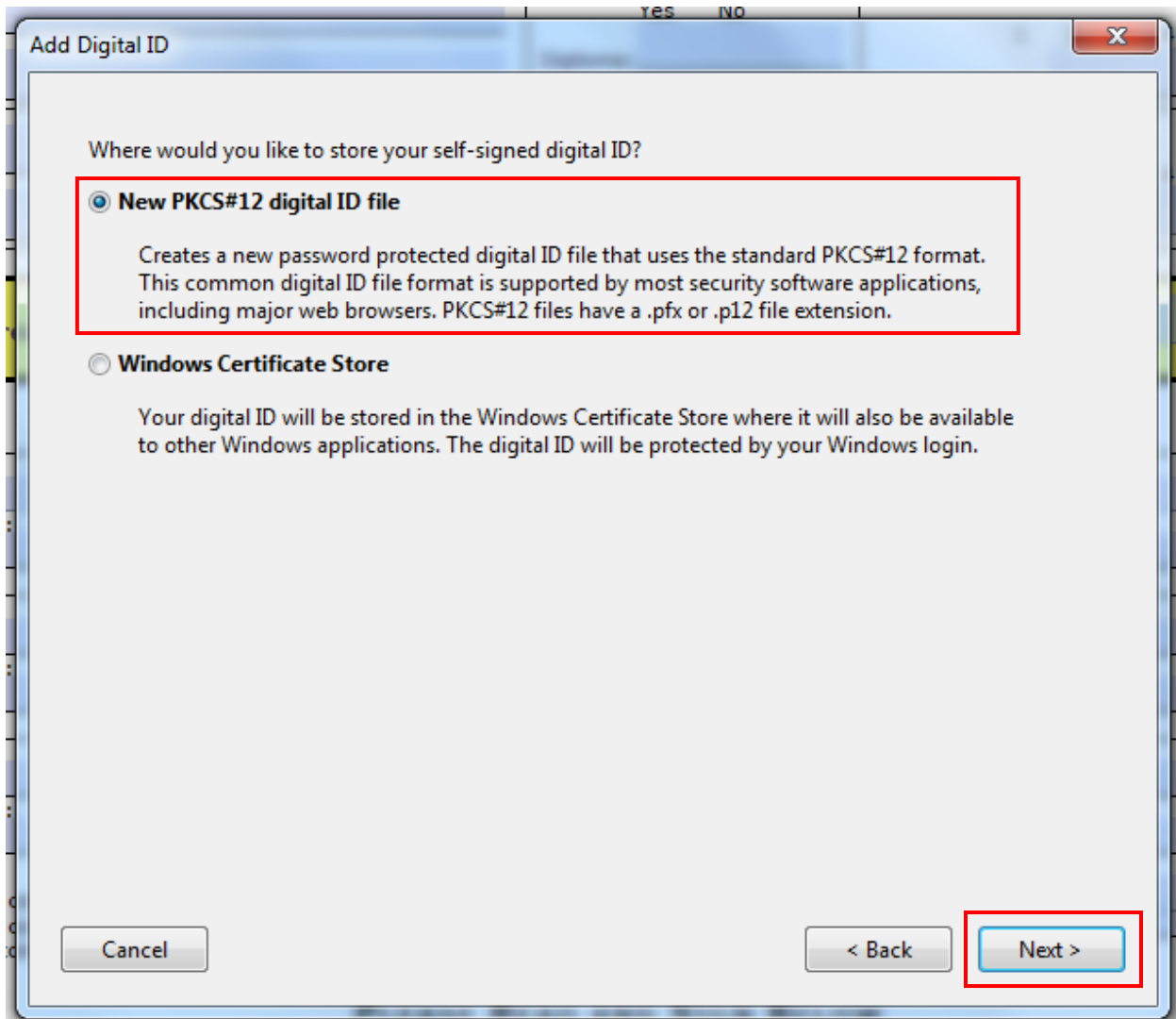
Add Digital ID

Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:

- My existing digital ID from:
 - A file
 - A roaming digital ID accessed via a server
 - A device connected to this computer
- A new digital ID I want to create now

Cancel < Back Next >

3.) Select the first option, then click **Next**.



4.) Type your first and last name in the **Name** field. Add your **email** address, then click **Next**.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use digital ID for:

Cancel

5.) Create a strong password. Confirm the strong password, (You are going to need this password for the next step) then click **Finish**.

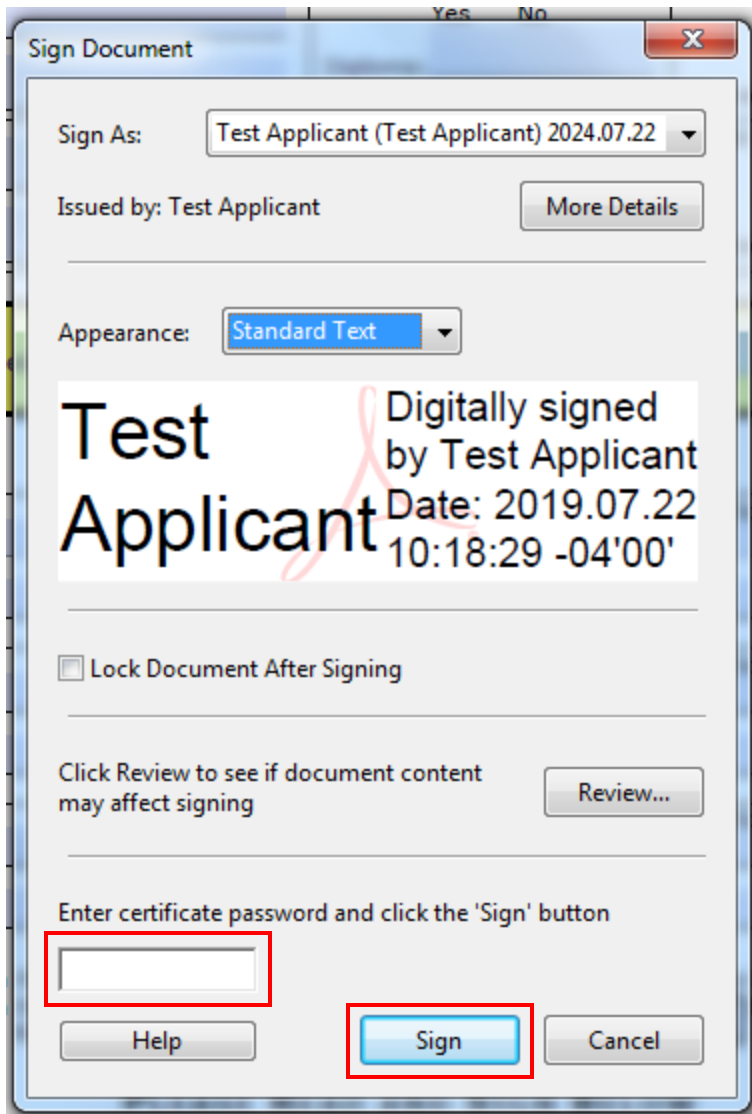
The screenshot shows a dialog box titled "Add Digital ID". At the top, there are "Yes" and "No" buttons. The main text reads: "Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this for backup or other purposes. You can later change options for this file using the Security Settings dialog."

Below the text is a "File Name:" label and a text input field containing the path: "ers\abell\AppData\Roaming\Adobe\Acrobat\2015\Security\TestApplicant.pfx". To the right of the input field is a "Browse..." button.

Below the file name field is a "Password:" label and a password input field containing "*****". Below the password field is a strength indicator consisting of four colored boxes: three green and one grey, followed by the word "Strong".

Below the strength indicator is a "Confirm Password:" label and a confirm password input field containing "*****".

At the bottom of the dialog box are three buttons: "Cancel", "< Back", and "Finish". The "Finish" button is highlighted with a red border.



6.) Enter the strong password in the highlighted field, and then click **Sign**.

> Your digital signature should look like the image below. Please remember to type in the date.

Reminder: Make sure that you save the filled-out form to your computer before you upload the file on the website.

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Date: 07/22/19

Applicant Signature: Test Applicant
Digitally signed by Test Applicant
Date: 2019.07.22 10:19:38 -04'00'

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