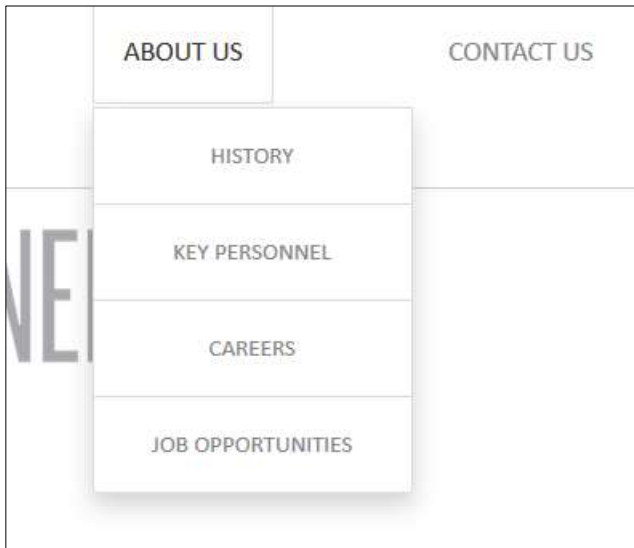


Help with Job Application

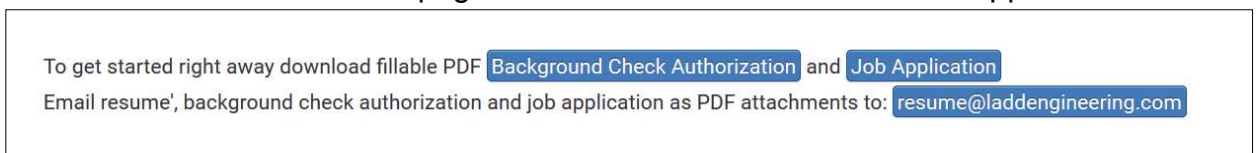
- 1) First, you'll want to make sure you're on the correct page.
 - a) If you're on the home page of Ladd Engineering's website, [link here](#). At the top of the screen there are links to various parts of the website.



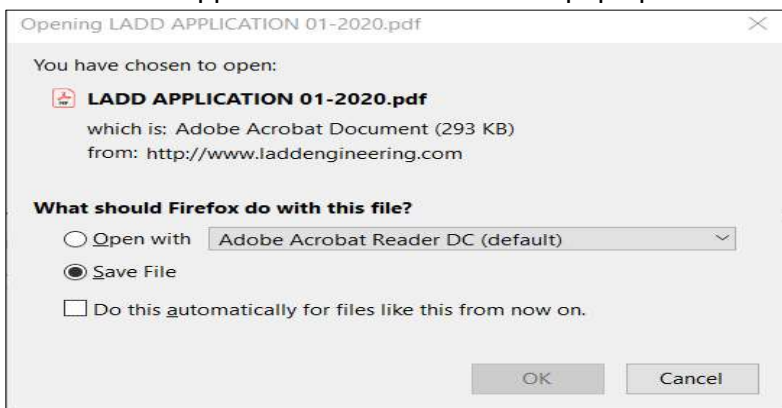
- b) Click About Us and a drop-down menu will appear.



- c) Click Job opportunities.
- 2) Next you will need to get the Job Application file.
 - a) If you think you're on the wrong page, the link to the correct page is [here](#).
 - b) Around the middle of the webpage there is a blue button called "Job Application."




- c) Click the Job Application and a window will pop up. Click Save file and then click Ok.



3) After you have saved the file, you need to open it. Depending on which web browser you are using, the download will either be at the bottom of your screen or at the top right-hand corner of the screen.

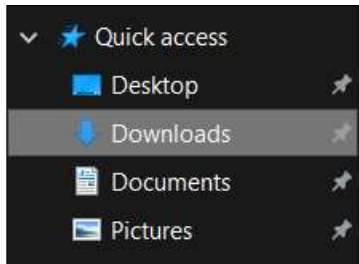
a) Another way to find it is to click the windows button at the bottom of our screen. It

looks like this. 

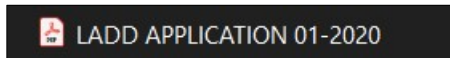
i) Type "File Explorer" and click on the option that looks like this.



ii) On the left-hand side of the window, click Downloads.



iii) The Job application will say "LADD APPLICATION" it will be a pdf file.



4) Now the Job Application should be open.

a) You can click on the grey/blue boxes and fill them out with your information.

	APPLICATION FOR EMPLOYMENT
NAME	John Doe
STREET	1509 Gault Avenue South

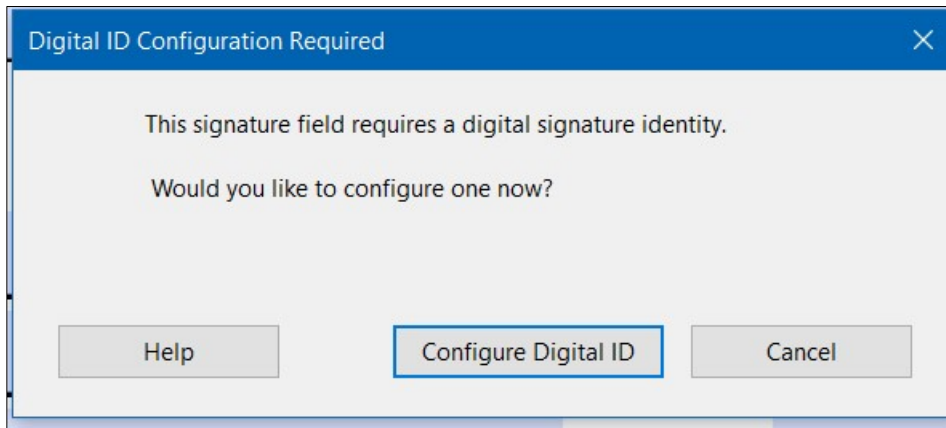
b) Fill in the rest of the info with the necessary information.

5) At the bottom of page 2, you must create a digital Signature.

a) To begin, Click the box above the signature line.

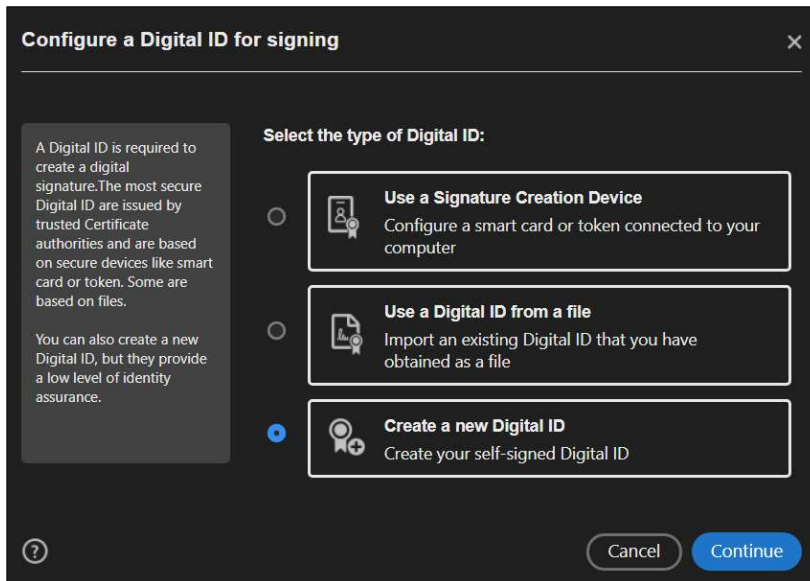

SIGNATURE (Click to sign) SIGNATURE

b) A window will pop up asking if you would like to configure a Digital ID.



c) Click Configure ID.

d) Next you will need to click "Create a new Digital ID" and then click "continue".



e) Then, click “Save to Windows Certificate Store” and then click “continue” again.

Select the destination of the new Digital ID [X]

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Save to File
Save the Digital ID to a file in your computer

Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

[?] [Back] [Continue]

f) On this page, fill out your information and click “save”.

Create a self-signed Digital ID [X]

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: John Doe

Organizational Unit: [Empty]

Organization Name: [Empty]

Email Address: john.doe@email.com

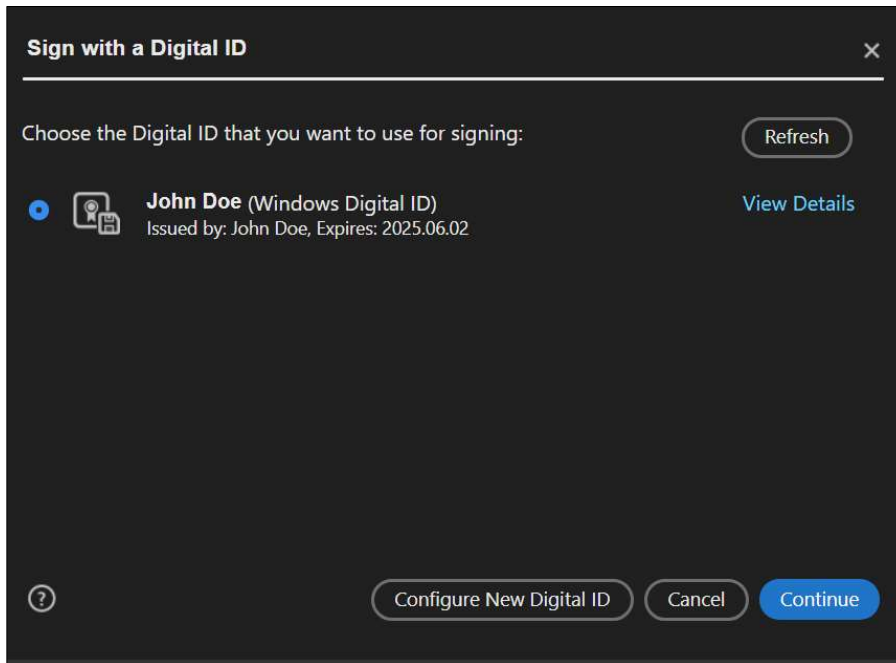
Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

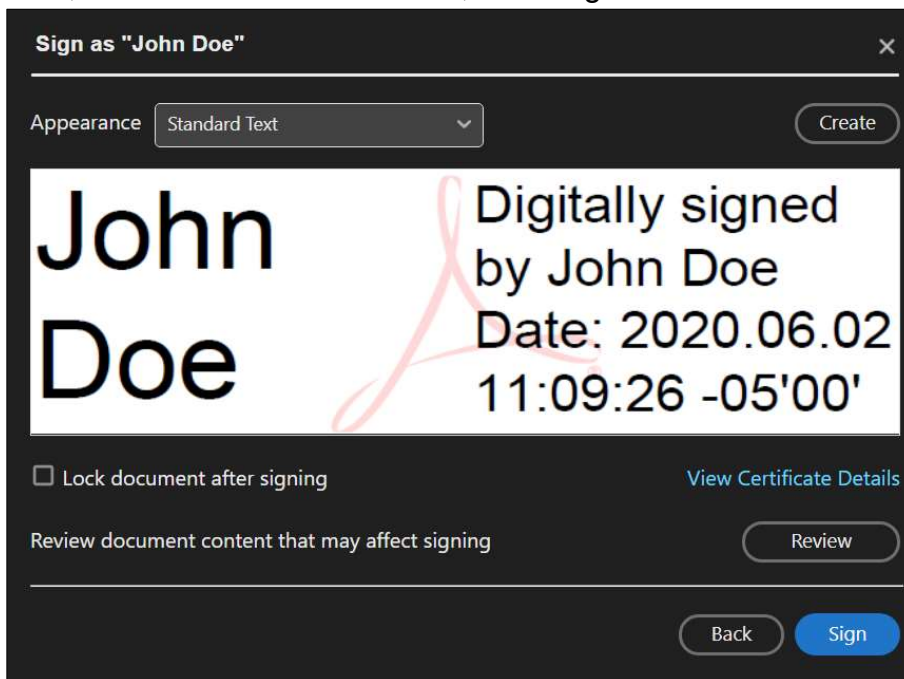
Use Digital ID for: Digital Signatures

[?] [Back] [Save]

g) On this page, click “continue”.

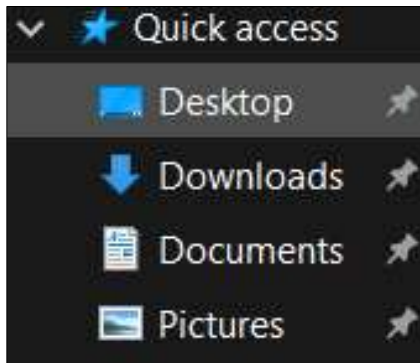


h) Next, if the information is correct, click “sign”



i) A window will now pop up allowing you to save the pdf file.

j) Click “Desktop” on the left-hand side of the window and then click “save”.



k) The document should now be signed and ready to be emailed to resume@laddengineering.com

- 6) To email the pdf, open your email program i.e., Outlook, Thunderbird, or Webmail (email through an email browser).
- 7) Compose a new email to resume@laddengineering.com
 - a) Make sure you attach the “LADD APPLICATION”
 - b) It is on your Desktop (the screen the computer shows when you log in)