



Instructions for creating and applying the required Digital ID to your application.

Print this document for reference during the application process. The Digital ID is located at the bottom of the application form.

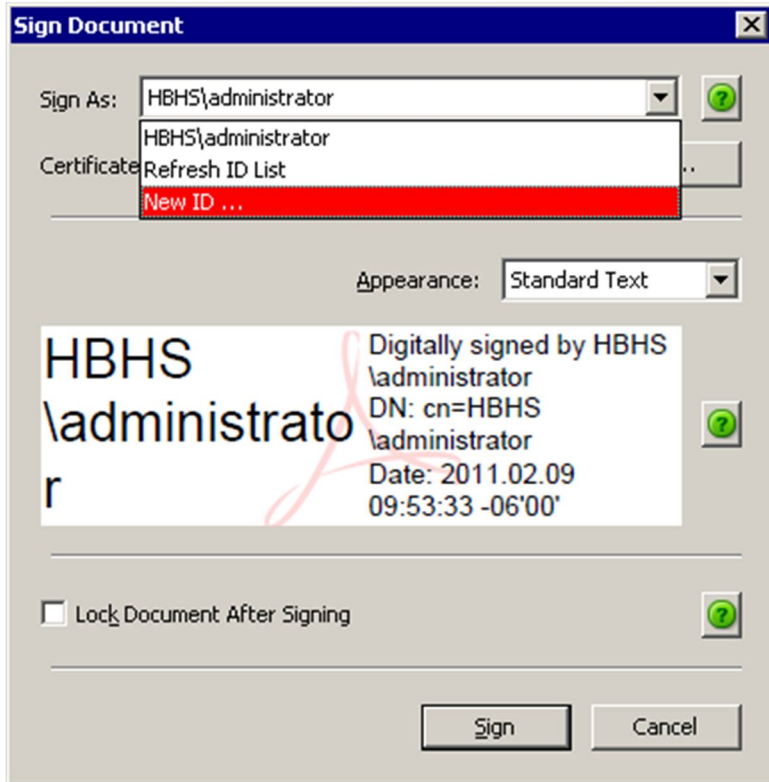
Complete HBHS online application, providing all required information. At the bottom of the application form, enter the date in the appropriate box and click in the "Signature" box to add or create the required Digital ID. See Figure 1 below:

Figure 1

The image is a screenshot of a PDF document titled "HBHS_Application.pdf" opened in Adobe Reader. The document contains a form with several sections. At the top, there is a purple header bar with the text "Please fill out the following form. You can save data typed into this form." Below this is a table with three rows and four columns. The first row is labeled "1", the second "2", and the third "3". Below the table is a section titled "IMPORTANT! GIVE NAME AND ADDRESS OF PERSON TO NOTIFY IN CASE OF EMERGENCY." This section contains fields for "Name:", "Relationship", "Phone:", and "Address:". Below this is a section titled "AUTHORIZATION" which contains several paragraphs of text regarding the application process, including a statement of truthfulness, a background check authorization, and a statement of understanding of the employment terms. At the bottom of the form, there is a "Date" field with the value "02/09/2011" and a "Signature" field with a red box around it. Below the signature field is a button labeled "Signature (Click to sign)".

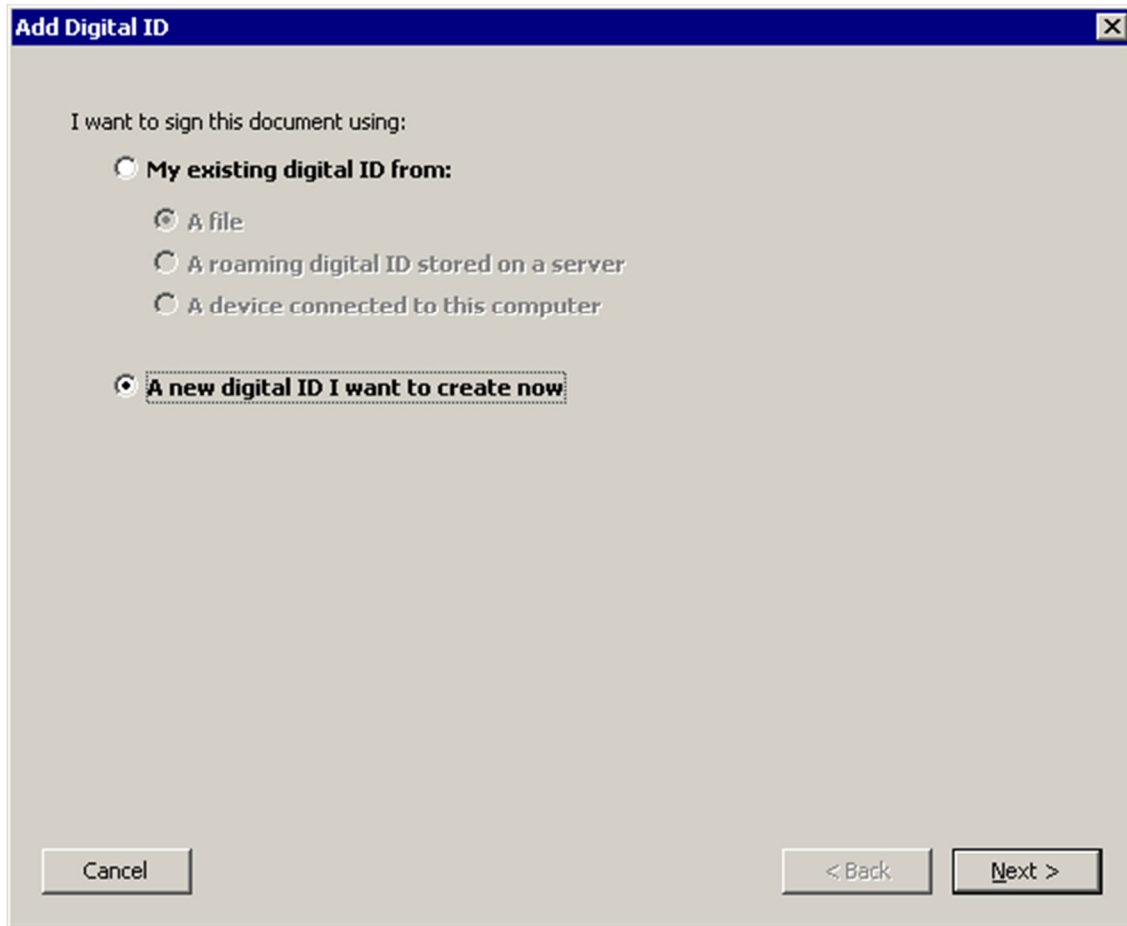
The default ID will probably be your computer login name. To create a customized Digital ID, click the arrow beside the "Sign As" box and select "New ID" from the list, as shown in Figure 2 below:

Figure 2



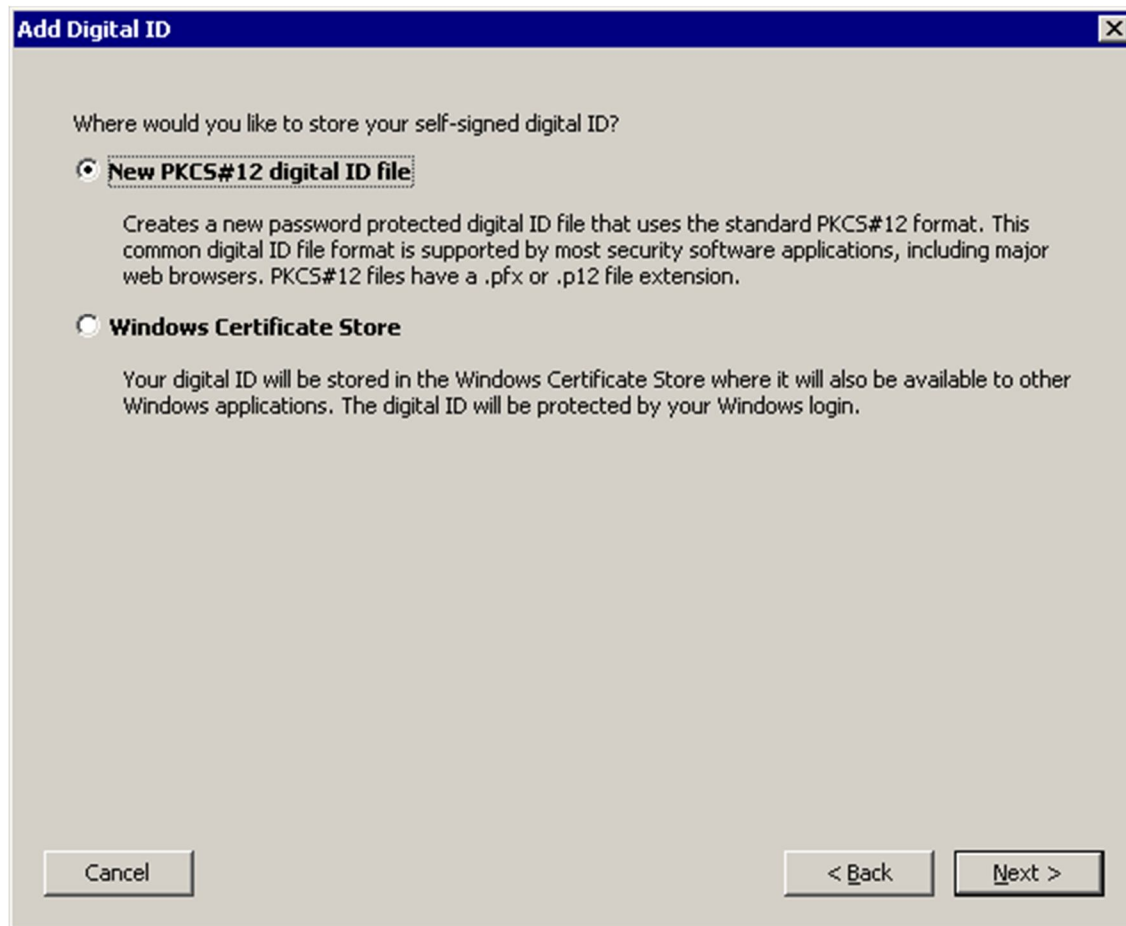
Select the "A new digital ID I want to create now." option, as seen below in Figure 3 below. Click **Next** to proceed:

Figure 3



Select the option shown in Figure 4 below to create the password protected Digital ID. Click **Next** to Proceed:

Figure 4



Add your information, as seen in Figure 5 below, in the “Add Digital ID” dialog box. After adding this information and clicking the Next button on this screen, you will be prompted to add a password to your digital ID and save the Digital ID file:

Figure 5

Add Digital ID [X]

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:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

Complete the password prompts, as shown in Figure 6 below. Make a note of this password because it will be needed to apply the Digital ID to the HBHS application. Use the **Browse** button to navigate to the location where you will save your Digital ID file. My Documents is a good place to save this file. The “Save Digital Signature File” dialog box is shown in Figure 7 on the next page. My Documents will probably not be the default location, so you must navigate there to save the file there:

Figure 6

Add Digital ID

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 file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

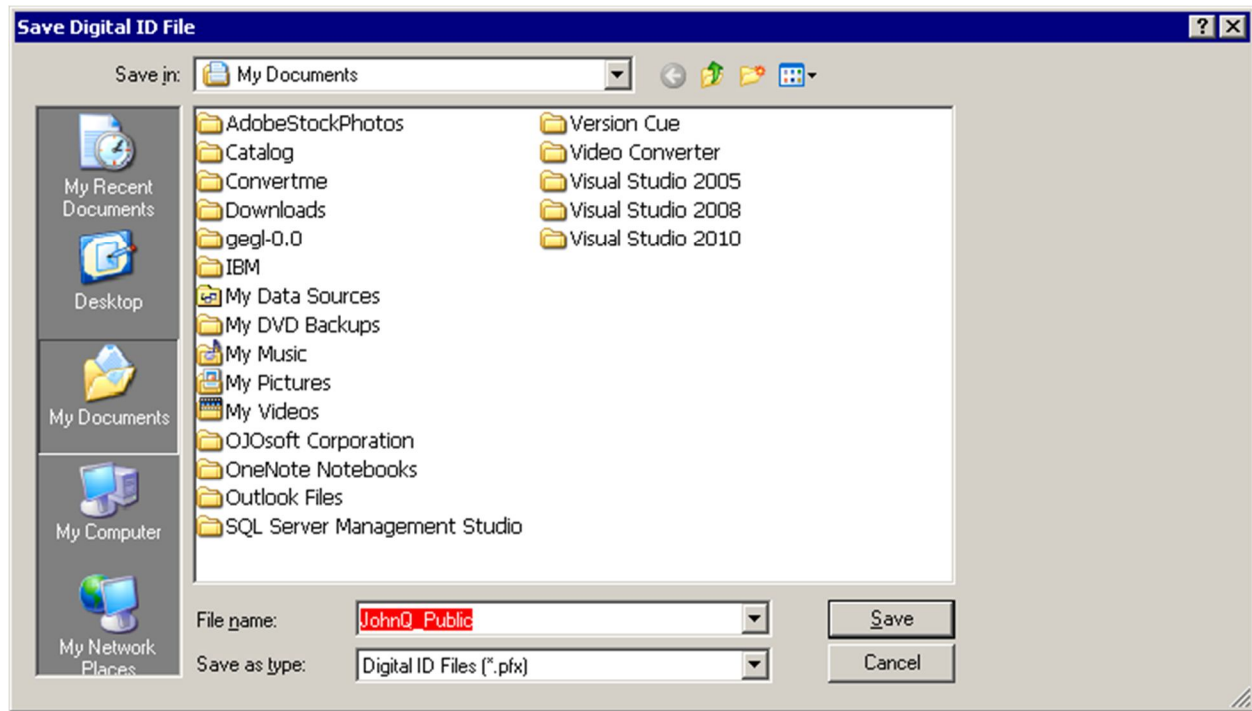
C:\Documents and Settings\administrator\My Documents\JohnQ_Public.pfx

Password:

Confirm Password:

The filename for your Digital ID file will default to the name that was entered above. There is no need to change it. This is shown in Figure 7. Click **Save** to save the Digital ID. Once the Digital ID file is saved, you will be prompted to apply the Digital ID to the HBHS application document:

Figure 7



As shown in Figure 8 below, supply the password that was set previously and click the **Sign** button to apply the Digital ID to the application form. You will then be prompted to save the updated HBHS application to a location on your local drive. Again, My Documents is a good place to save the updated application form. This process is shown in Figure 9 on the next page:

Figure 8



Figure 9

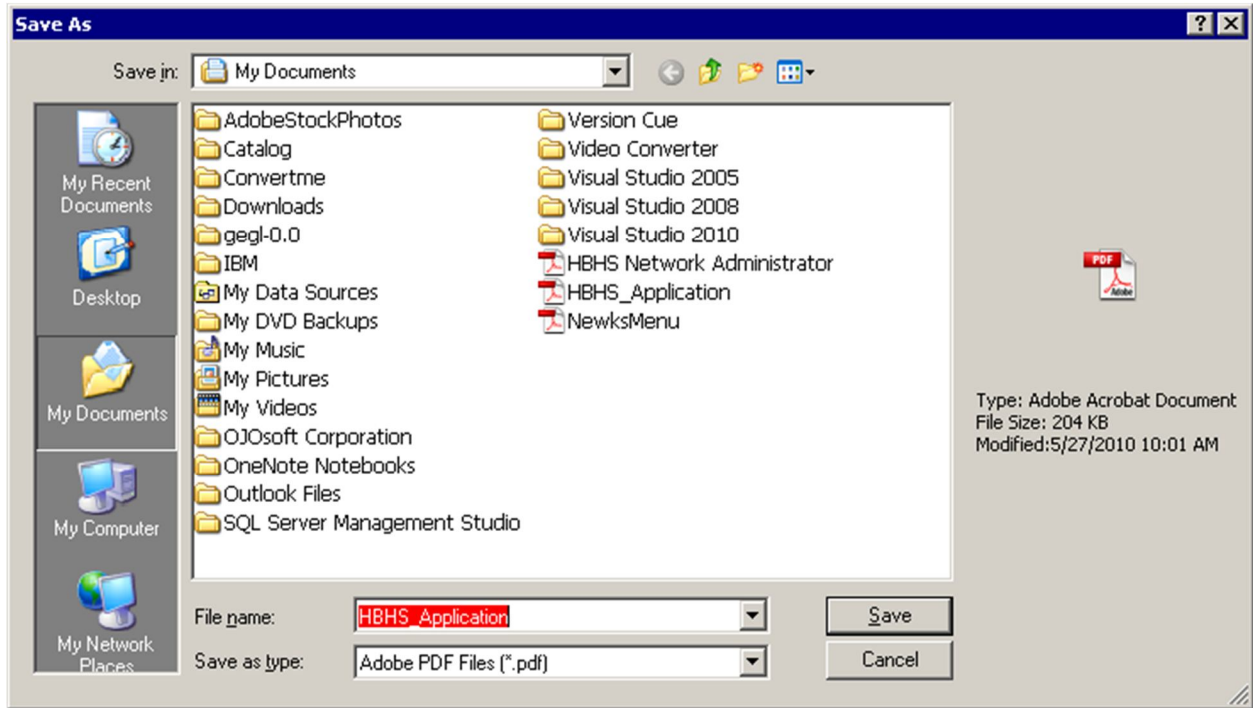


Figure 10 below shows what the HBHS application will look like with your Digital ID applied. If all required information has been entered, the application is now ready to submit. Click the **Submit** button below the application form to submit your application:

Figure 10

HBHS_Application_Mike Jones.pdf - Adobe Reader

File Edit View Document Tools Window Help

Print Copy Paste Undo Redo 2 / 2 106% Sign Comment Find

Signed and all signatures are valid. Please fill out the following form. You can save data typed into this form. Signature Panel Highlight Fields

1			
2			
3			

IMPORTANT! GIVE NAME AND ADDRESS OF PERSON TO NOTIFY IN CASE OF EMERGENCY.

Name: _____ Relationship _____

Phone: _____ Address: _____

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies and procedures, in whole or in part, at any time.

If you are hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

Date: _____ Signature: **John Q. Public**

Digitally signed by John Q. Public
DN: cn=John Q. Public, o, ou, email=JQPublic@Domain.com, c=US
Date: 2011.02.09 09:36:05 -06'00'

SUBMIT