Jane M. Klausman

Instructions for saving and submitting Application and Forms

To SAVE a copy of the application and forms to your computer, please follow the steps listed below:

1. Double click on the link to view/open the form file

2. Select Save file to save the form on your computer

3. Choose the location where you want to save the form file

4. Select Save

5. Locate the form file that you saved and double-click to open it

6. To complete the form, the cursor should be on the first line to fill in the required fields- Press <tab> after typing each entry and it will move the cursor to the next field to be filled in

7. When finished filling in the form, click Save again

8. Once you've saved the completed form or application, print and sign, and scan in PDF format and SEND VIA EMAIL — jennicafournier@gmail.com

* Please save the hard copy of your application until you have received notification of your application status.

Applications that are incomplete or late due to postal delays, transmittal by third parties, or other circumstances will not be considered. Applications are accepted by email or regular mail; however, email submissions are preferred. Applications submitted by email must be signed and sent as a PDF.