

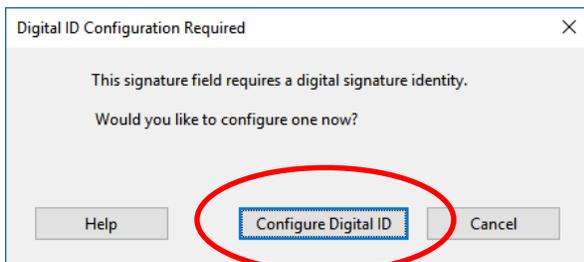


Job Application Instructions

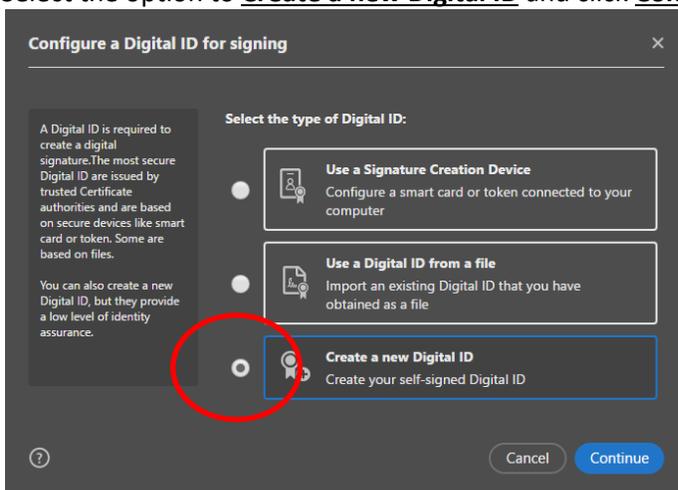
Please review these instructions prior to completing the application form.

1. The job application and consent forms are several pages long. It is recommended that you save the blank form to your computer before starting to fill it out. We recommend reopening the saved form with Adobe Acrobat Reader. You should save the document occasionally to reduce the risk of losing the information you have entered.
2. The application form and related consent forms will require signatures. If you have never used a digital signature before you will be prompted to a Configure Digital ID. Alternatively you can print and sign the forms manually.
3. When clicking on a Digital Signature field for the first time you will see the following prompt.

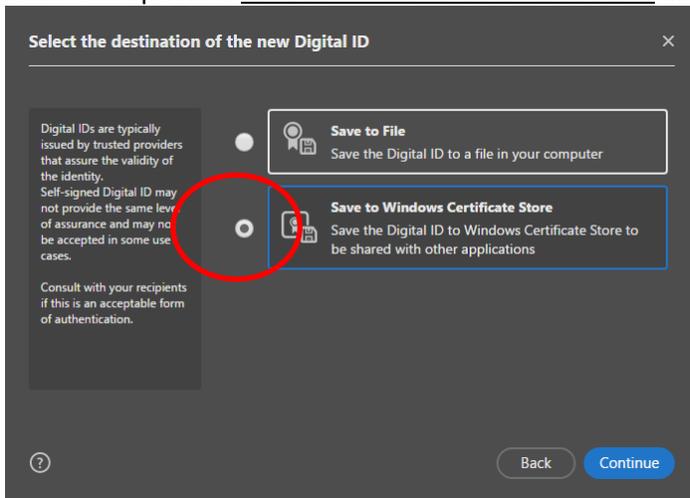
Click **“Configure Digital ID”**



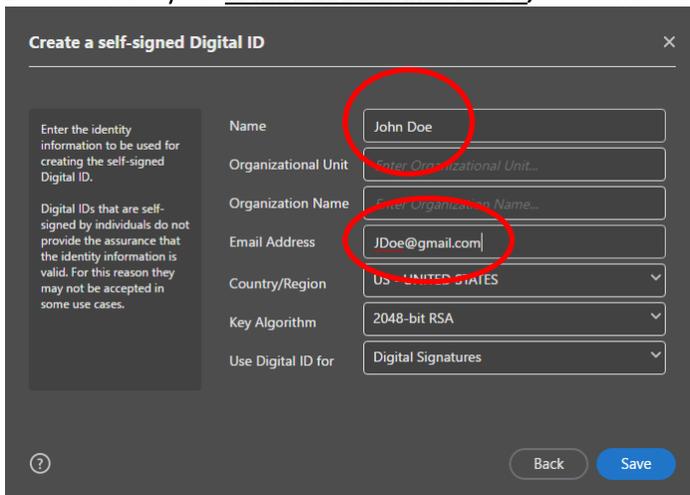
Select the option to **Create a new Digital ID** and click **Continue**



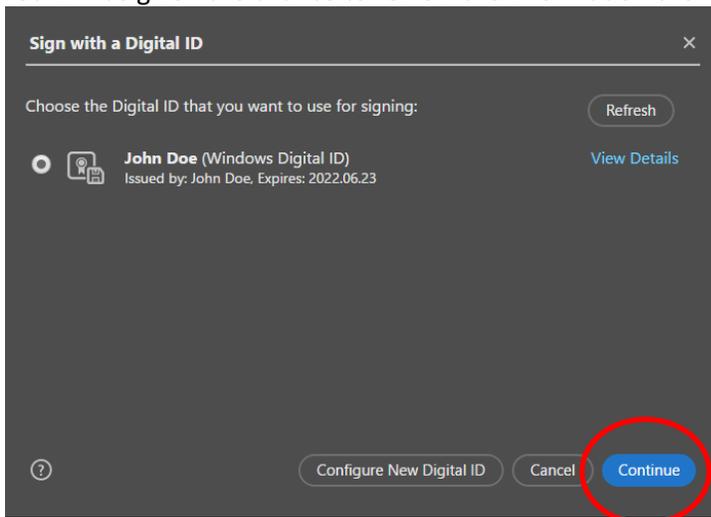
Select the option to **Save to Windows Certificate Store** and click **Continue**



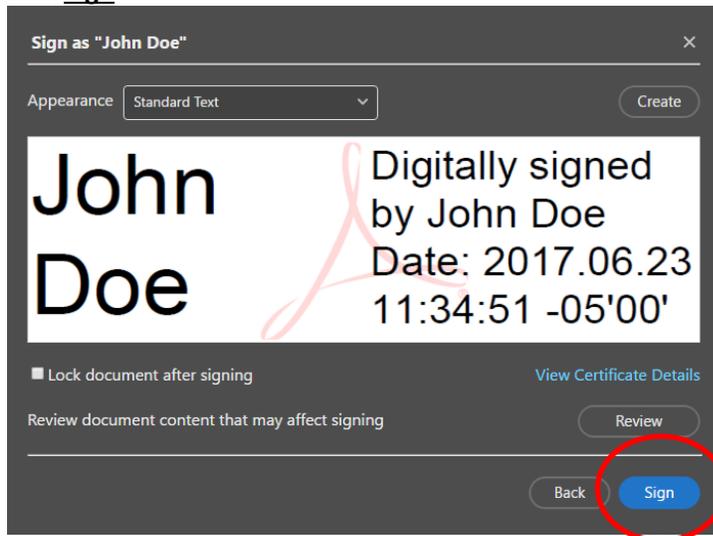
Enter at least your **Name and Email Address**, the other fields are optional



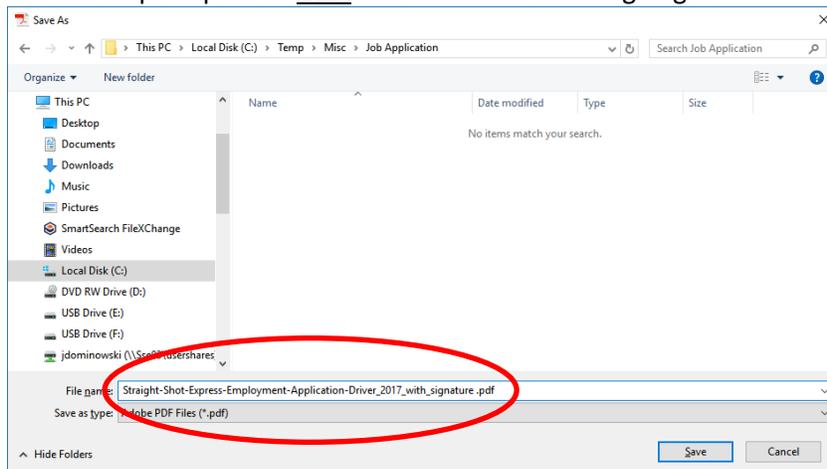
You will be given the chance to review the information then click **Continue**



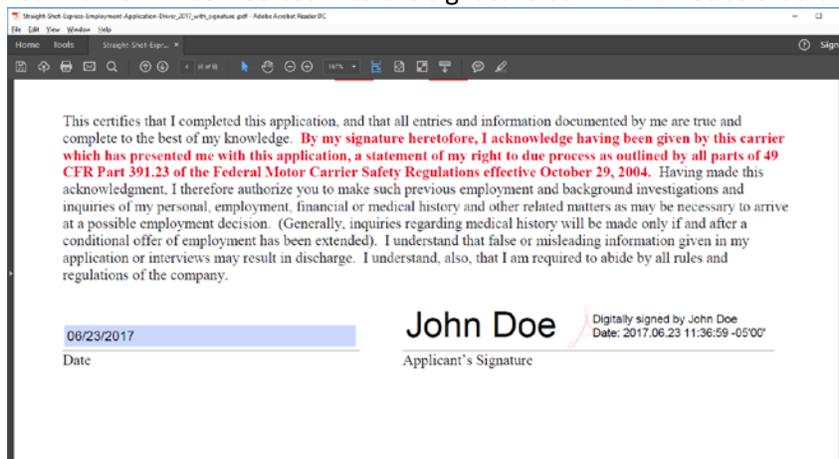
Click Sign



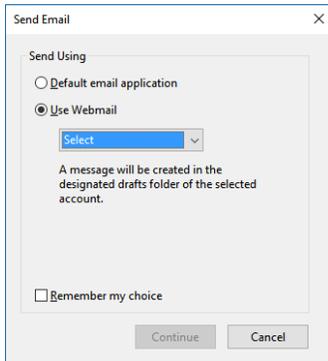
You will be prompted to save the document when signing it



Your name will be inserted into the signature box with a notice that it has been digitally signed.



4. Clicking on any additional signature boxes will allow you to select the Digital ID that you have created.
5. Once the forms are completed and signed you can submit them using the **Submit Form** button at the top of the application form
6. It will ask to create an Email with the job application document as an attachment



As an alternative to using the Submit Button on the Application Form you have the following options:

1. Manually create an email and attach the saved document. Address the email to:

Safety@straightshotexpress.com

2. Print the completed documents and drop them off at:

**Straight Shot Express
800 Keuhn Ct.
Neenah, WI 54956**

3. Mail the completed documents to:

**Safety Office
800 Keuhn Ct.
Neenah, WI 54956**