



**COUNTY OF ROCKLAND
DEPARTMENT OF PERSONNEL**

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County Executive

PATRICIA PRENDERGAST
Commissioner of Personnel

PDF Type-able Form Instructions

The Rockland County Department of Personnel is in the process of making our form(s) available to be filled out online on a computer. You can fill out the information required by typing in the information while the form is displayed on the computer monitor. The available form(s) use the features provided with an Adobe Acrobat 7.0 Reader (or later) products. You are responsible for entering all required information (some information, such as signatures, are required to be *handwritten* on the form).

Software Requirements:

To view, complete and print available form(s) you will need the available Adobe Acrobat 7.0 Reader (or later) software, available for free installed, on the computer. The Adobe Acrobat 8.0 Reader can be downloaded at <http://www.adobe.com/products/reader/>. **You will be able to fill out the form on a computer and save it to a disk or hard drive for future editing and use.**

Helpful Hints

- Use Acrobat 7.0 (or later) to open the file.
- Select the hand tool from the Acrobat toolbar menu. You can use the hand tool to move the page around so that you can view all the areas on it.
- Position the hand pointer inside a form field and click. The I-beam pointer allows you to type the information needed. The arrow pointer allows you to select a field or a check box.
- To accept the field change and go to the next field, press Tab or use your mouse to click on the next form field.
- To accept the field change and go to the previous field, press Shift + Tab or use your mouse to click on the previous form field.
- After completing the form, print the available form, **sign it** and send it to our office using the address on top of this page.
- With Adobe Acrobat 8.0 Reader you may save the completed in form to disk or your computer for later use.
- We suggest you print an extra copy for your records.

Important Notes:

(1) Use your mouse to select an area of the form that is not inside a form field **or** hit the tab key after completing the entry of your last box before printing your form. **If a form field is active (e.g. contains the blinking bar) the contents of that block will not print.**

(2) If the available form is displayed within the web browser's window be sure to **use the printer button on the Acrobat toolbar** menu to print the form **instead of** your web browser's print function.

NOTE: If you experience problems printing a PDF form(s) contact our office by calling (845) 638-5200/5205 or emailing us at RCPersonnel@co.rockland.ny.us.