

Example of an Interactive PDF Form

An interactive PDF form will contain form fields for you to fill in. How can you tell if the form is flat or fillable?

- Look at the top of the PDF for the purple document message bar. This bar lets you highlight fields and may provide additional information and options. Click the words *Highlight Fields* to see where fillable fields exist in the PDF.
- Hover the Hand tool over an area that looks like it might be a field. If the Hand changes to an I-beam or cursor you should be able to click in the field and type.

This is just an example form for you to play around with with. Feel free to add information to any of the fields as you see fit.



GLOBAL
ELECTRONICS

NAME

LAST

FIRST

MIDDLE

SUFFIX

PREFIX

TELEPHONE

HOME

WORK

NATIONAL INSURANCE NO. (MANDATORY)

EDUCATION (HIGHEST LEVEL AND YEAR)

- HIGH SCHOOL DIPLOMA
- TRADE CERTIFICATE
- COLLEGE - NO DEGREE
 - ASSOCIATE'S DEGREE
 - BACHELOR'S DEGREE
 - MASTER'S DEGREE
 - PROFESSIONAL DEGREE
- PH.D..
- OTHER DOCTORATE

HUMAN RESOURCES MANAGEMENT SYSTEM

ADDRESS

STREET

CITY

EMERGENCY CONTACT INFORMATION

PHONE

NAME

RELATIONSHIP

SEX

- MALE
- FEMALE

DATE OF BIRTH

66/? ? /YKKK