We appreciate your interest in pursuing a career with Southern Healthcare Agency. In order to make our application process as easy as possible, you will now be able to fill out the paperwork on your computer. If you prefer to fill out by hand, just print off the documents and send them back to the contact information below. If you prefer to complete the application on your computer, you will need Adobe Reader installed on the computer you will be using to complete the application. If you do not have Adobe Reader, you can download a copy for free from their website at http://www.adobe.com/. You will need to open the "General Application Packet" attachment and fill in each field that is highlighted. Here are a few notes on how to fill in the application packets:

- You can click on the fields with your mouse or press the "Tab" key to move to the next available field. However, the "Tab" key does not work on the multiple choice tests.
- To digitally sign the document, click on the first "signature" field and follow the instructions. You will have to create a certificate at first attempt so refer to the document titled "Digital Signature Instructions" on how to create a certificate. You will be required to provide an email address when creating the certificate. We ask you provide the email address that you will be using to return your application. This will help us further validate your application. Keep in mind, you will be asked to save the document to your computer each time you digitally sign it. We suggest you replace the existing file when asked so you don't have multiple copies on your computer.
- Please make sure you sign everywhere that you are asked to sign. This is very important to validate your application.
- If you're not going to complete the application all at once, feel free to save a copy and finish at a later time. However, please only submit one copy after you completed all fields.

When you are ready to submit a completed copy back to us, open your personal email account and attach the document. Please put your name in the subject line and send to info@southernhealthcare.com. We encourage you to save a final copy for your records. This is a new application process that we have recently implemented. Therefore, feel free to add in the body of the email any suggestions you may have that could make the application process easier for our future applicants. Please don't hesitate to give us a call if you have any questions. Thanks for taking the time to complete our application and we look forward to hearing from you.

Thanks,
Your Friends at Southern Healthcare Agency

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