

Instructions

How To Use The Application Online Fillable Form

Instructions about Saving and Using the Application for the North Dakota Department of Public Instruction Talent Pool Development Form

How to Save the Form Before Using

- Right click on the link and select “Save Target As” from the shortcut menu.
- In the “Save As” dialog box, select the directory (or desktop) where you wish to save the document.
- Click the “Save” button in the lower right-hand corner of the “Save As” dialog box.

About the Application Form

- The application fillable form is locked so that the question content and spacing may not be altered. If you unlock the form, the fillable fields will not be accessible.
- The fillable form contains text and numeric fields for data entry that are formatted for type and size. They appear as small gray boxes.
- Type your information into the gray boxes (fillable fields).
- Use the TAB key to advance from field to field. Use the SHIFT+TAB keys to go back to a previous field. You may also use the mouse to select a field.

NOTE: This form is available in word and PDF format. If you use the PDF form you must use the Version 8 or higher. The Acrobat program is a free download from <http://www.adobe.com>.