

Instructions for completing the team application form:

Method 1.

Print the form, fill the form out by hand, obtain signatures, and mail it to the address shown on the form.

Method 2.

Complete the form on your computer before you save it, print it, sign it, and mail it. Why do it this way? The information will be more clearly readable. You can print an extra copy for yourself if you like. You can submit the DATA on the form electronically. Submitting the form electronically increases the accuracy, since we don't have to re-type information from your printed form into our records.

How to do it, step by step.

1. Make sure you have Adobe Acrobat Reader 7.0 or later installed on your computer. This is a free program. If you don't have it, you can get it by going to www.adobe.com.
2. Open the application form with Adobe Acrobat Reader.
3. Complete all information requested, following instructions on the form.
 - a. Some of the data fields have "tips." If you place the cursor over the field, and let it "hover" there, a tip for completing that field may appear.
 - b. You can press the TAB key to move from one data field to another. You can also just click near the field and begin typing. Type the information requested in each field.
 - i. If the information requested is a "check box" or "yes/no" box, simply click in the space provided. This will create a check mark or X in the box. To undo, click again.
4. Save the form to your hard drive.
5. Print the form.
6. Sign the form. NOTE: The form requires your signature and the signature of your pastor. Make sure you obtain the necessary signatures to complete the form.
7. Mail the form to the address indicated on the form.
8. Submit the form electronically (optional). You can send the basic information on the form electronically (email) to us by clicking the "Submit" button and then clicking the "Send Now" button in your email program. **YOU STILL HAVE TO DO STEPS 5-7 (PRINT, SIGN, MAIL).**
9. If you submit the form electronically, we will acknowledge your electronic form submittal by email. Be sure to enter your email and phone number(s) correctly so we can contact you.

If you have difficulty with the form, please contact us by going to this link:

<http://kairos-darrington.org/cgi-bin/contact.pl>

and submit your question.