

How to Use the Online Employee Application

Adobe Reader is **required** for application form to open correctly and be fillable with signature. If you do not have it, a free download is available at <https://get.adobe.com/reader/>

If you clicked the credit application attachment in your email or from the Lafayette website, and Adobe Reader is **NOT** your default PDF reader, it will open the file in whichever web browser you have set as your default.

If you are in the Google Chrome web browser, it will look like this. Click the down arrow to download and save the form to your desktop.



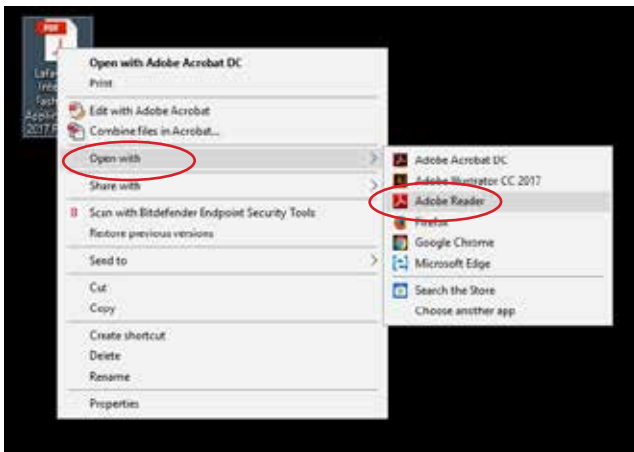
If you are using Mozilla Firefox as your web browser, it will look like this. Click the icon that looks like a sheet of paper with a down arrow to download and save the form to your desktop.



If you are using Internet Explorer as your web browser, it will look like this. Click the icon that looks like a floppy disk to download and save the form to your desktop.



If you are using Microsoft Edge as your web browser, it will look like this. Click the icon that looks like a floppy disk to download and save the form to your desktop.

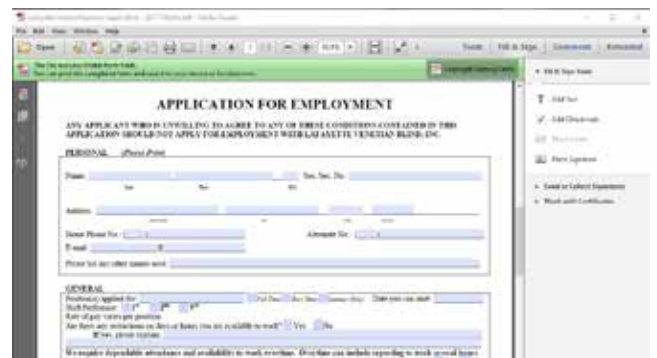


Once you've saved the form to your desktop, right-click on the file icon and choose "Open with". Choose Adobe Reader from the available options. Once opened with Adobe Reader, ALL fields should allow you to fill in your information.



If Adobe Reader is already set as your default PDF reader, you can ignore everything above and fill in your form right after clicking the email attachment. Form will look like this.

If you are unable to fill in the signature boxes, your application has not been opened using Adobe Reader.



IMPORTANT: Once you click **SUBMIT**, it will either automatically open a SEND window (with filled in form already attached) using whatever email software you have set as default, OR it will open an option box asking you to choose a way to email it. You **MUST** send this email for us to receive your application. Unfortunately, clicking submit does not automatically send it to us at this time.

If you are unable to submit your application online, the form can be saved and emailed to humres@lafvb.com or printed and returned to:
Lafayette Interior Fashions
Attn: Human Resources
3000 Klondike Road
P.O. Box 2838
West Lafayette Indiana 47906-2838