



Thank you for downloading a Mishawaka-Penn-Harris Public Library application! Please read the following instructions for opening, completing, and submitting your application.

Before you begin you must have PDF reader software installed on your computer. A widely used free program is Adobe Reader, you may download it for free by clicking on the Adobe icon at, http://www.mphpl.org/newSite/general/general_jobs.html

or by going directly to <http://get.adobe.com/reader/>

You have already either saved or simply opened the .pdf format application. If you elected to save the application, please navigate to your downloads folder and open the document there. If you selected to open the document, simply select that window and begin! You may complete and submit the application one of two ways:

1. Print the file using a printer attached to your computer. Clearly print in ink your information. (The blue fields you see on the screen will not be printed.) You must sign and date your application. Once you have finished your application you should email, mail, or hand deliver job applications to Human Resources. Volunteer applications should be sent to Jen Ludwig.

or

2. Using the text fields highlighted in blue, you may type your information directly into the application. Using your mouse, you are able to navigate from one field to another. To check a box, simply click on the appropriate box using your mouse. Once you have finished your application you must sign it electronically by typing your name in the signature field. Job applications should be emailed to Human Resources and volunteer applications should be sent to Jen Ludwig. If you prefer, you can download the application and save it to fill in as you have time. Once it's ready, attach it to an email and send it to the appropriate email hr@mphpl.org (for jobs) or j.ludwig@mphpl.org (for volunteers).