

# **STR Online Application Form Instructions**

## **Step 1) Make sure your Adobe Acrobat Reader is up-to-date.**

- Visit [Adobe.com](http://Adobe.com) and download the latest free version of Adobe Acrobat Reader.
- If your Adobe Acrobat Reader is version 7 or lower you will not be able to download and save completed PDF forms on your computer.

## **Step 2) Save the blank application form on your computer.**

- To download the file directly to your computer or external flash drive, right click on the link, then select "save link as" or "save target as" from the dropdown options.
- Make a note of the location on your drive and the name of the file being saved so you can locate it later.

## **Step 3) Save the completed application form on your computer.**

- Once you have entered all information in the application form, save the document on your computer.
- Make a note of the location on your drive and the name of the file being saved so you can locate it later.
- Close the form.

## **Step 4) Confirm the completed form is saved on your computer.**

- Locate the completed application form on your computer, open the document and confirm all entry fields are completed.
- Once confirmed close the document.

## **Step 5) Send completed application form and your resume in one email to [jobs@str.com](mailto:jobs@str.com).**

### **Troubleshooting:**

- If you have problems with Acrobat Reader, click on [Adobe Reader Support](#).
- If you have problems with our online application form, please contact Human Resources at [jobs@str.com](mailto:jobs@str.com).