



Township of Randolph General Instructions for Fillable Forms

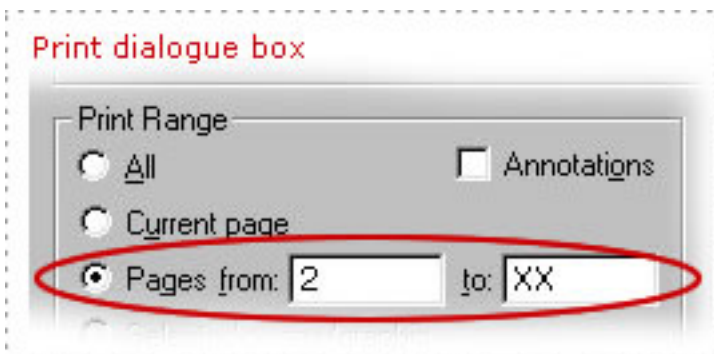
Please note that a fillable form is **NOT** the same as electronic filing and it is not possible to electronically submit a form—you must print it out after entering the information. If the form requires a signature, Randolph must receive the form with an original signature.

IMPORTANT: The free Adobe Reader software cannot save the form with the fill-in data for use at a later time. You can, however, save a blank fillable form for future use. To do this, return to the page containing the link to this form. Instead of clicking on it as you would normally do, right-click and select Save Target As/Save Link As from the pop-up menu which appears. See the “Helpful Hints” section on our [Online Forms](#) page for more information.

- After reading through these instructions, proceed to the first page of this form. Once it’s displayed in your browser window, position the hand pointer inside a form field and click. The hand pointer changes to an I-beam in fields where entering text is permitted.
- Enter your information and then press Tab on your keyboard to go to the next field. You may also use your cursor to move from field to field. Place your cursor in the field you want to fill in and click.
- Once you have filled out the entire form and are ready to print it out, be sure to make note of how many copies you will need. Some forms must be submitted to more than one department and it is recommended you print an additional copy for your records.
- Make sure the cursor is not inside a form field before printing the form. To do this, use the mouse to click in an area of the form where there are no fields (i.e., click your mouse on the Randolph logo).
- Do **NOT** use your web browser’s print function. Instead, use the print button at the left of the Adobe Reader tool bar, which appears immediately above the viewing window.



- Clicking on the print button launches a print dialogue box which gives you several options, including the option to print the entire document or specify a range of pages to print.



Since there is no need to include this instruction page when you print out or submit the form to the Township, we suggest you specify a print range beginning with Page 2 through to the last page of this form.

Caveat: In situations where you need more room than provided for entering information into a field, you will have to attach your

own supplemental information to the printed form. If you can’t see what you’ve entered into a field in its entirety, that means it won’t be visible when printed either.



Township of Randolph
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(973) 989-7100
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Volunteer Application

Tap the Talent!

Please return this completed form with a copy of your resumé to the Township Manager's office at the address indicated above.

Personal Information	Name		
	Mailing Address		
	Home Phone	Work Phone	E-Mail Address
	How long have you lived in Randolph?		
Education & Professional Experience	Highest Degree	Major	
	Present Employer	Position	
Prior Volunteer Experience	Have you ever served as a volunteer in Randolph? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please list below:</i>		
	Board or Committee		Year/Term
Other Volunteer Experience	<i>Please describe other volunteer experience you have had:</i>		
Board and Committee Interests	<input type="checkbox"/> Board of Adjustment <input type="checkbox"/> Landmarks <input type="checkbox"/> Planning Board <input type="checkbox"/> Board of Health <input type="checkbox"/> Library Trustees <input type="checkbox"/> Recreation <input type="checkbox"/> Community Services <input type="checkbox"/> MAC <input type="checkbox"/> Traffic Advisory <input type="checkbox"/> Economic Development <input type="checkbox"/> Open Space <input type="checkbox"/> Environmental <input type="checkbox"/> Parks		
Additional Information	<i>Please add any information you feel would be helpful (attach additional sheets if necessary):</i>		
Sign & Date	_____		_____
	Signature		Date