



# Instructions for Application to Region of Durham Advisory Committees

The Application for Appointment to Region of Durham Advisory Committees is a fillable PDF form. You will need either Adobe Acrobat or Adobe Reader to complete and save this form. You can download [Adobe Reader](#) for free from Adobe. If this information is required in an accessible format, please contact 1-800-372-1102 extension 2097.

This form can be saved to your computer for editing, printing, or emailing. You also have the option of printing the form and completing it manually. A printed copy is also available by emailing the [Office of the Regional Clerk/Director of Legislative Services](#).

The most common issue people encounter with PDF forms is browser-based. This problem can be solved by saving the PDF form to your computer and then filling it out.

## How to Save the form to your computer

To save the form to your computer, click the link to the Regional Advisory Committee Application Form on the [Regional website](#) and use the keyboard shortcut Ctrl + S or click the Save button  or Download button  at the top right of the screen.

## How to Complete the form

Open the application form from your computer using Adobe and begin entering your information. Please answer all questions on the application form. If the space allotted in any section is insufficient, please use a separate sheet or submit a resume with your application. You can save your information at any time and return to the application form later if you do not complete it all in one sitting. Always save your document before closing it. If you are interested in applying to more than one advisory committee, please submit a separate application for each Committee.

To complete your application, you are encouraged to attach a resume or a cover letter. If you are submitting this with your application, please include it in the same email or envelope as your application form.

## How to Sign your application

You may enter your signature digitally or print the form and sign it manually.

To insert an electronic signature, select E-Sign from the global bar, Fill & Sign  from the All tools menu, or sign  from the quick actions toolbar. Create your signature by selecting Add your signature, then type or draw your signature, select Apply and click on the signature line in the PDF to place your signature. If you have already created a signature in Adobe, select your signature and click on the signature line in the PDF to place your signature.

## How to Submit your application

You have three options for submitting your completed application form:

- Submit by email to: [appointments@durham.ca](mailto:appointments@durham.ca)
- Submit by mail to: Regional Clerk/Director of Legislative Services  
The Regional Municipality of Durham  
605 Rossland Road East, P.O. Box 623  
Whitby, Ontario L1N 6A3
- In person drop off: Regional Clerk/Director of Legislative Services  
The Regional Municipality of Durham  
605 Rossland Road East, Level 1  
Whitby, Ontario L1N 6A3