

# User Guide

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## How to Sign Your Contract of Employment v1.0

## How to Sign Your Contract of Employment:

Congratulations on being offered your new role with Harland & Wolff

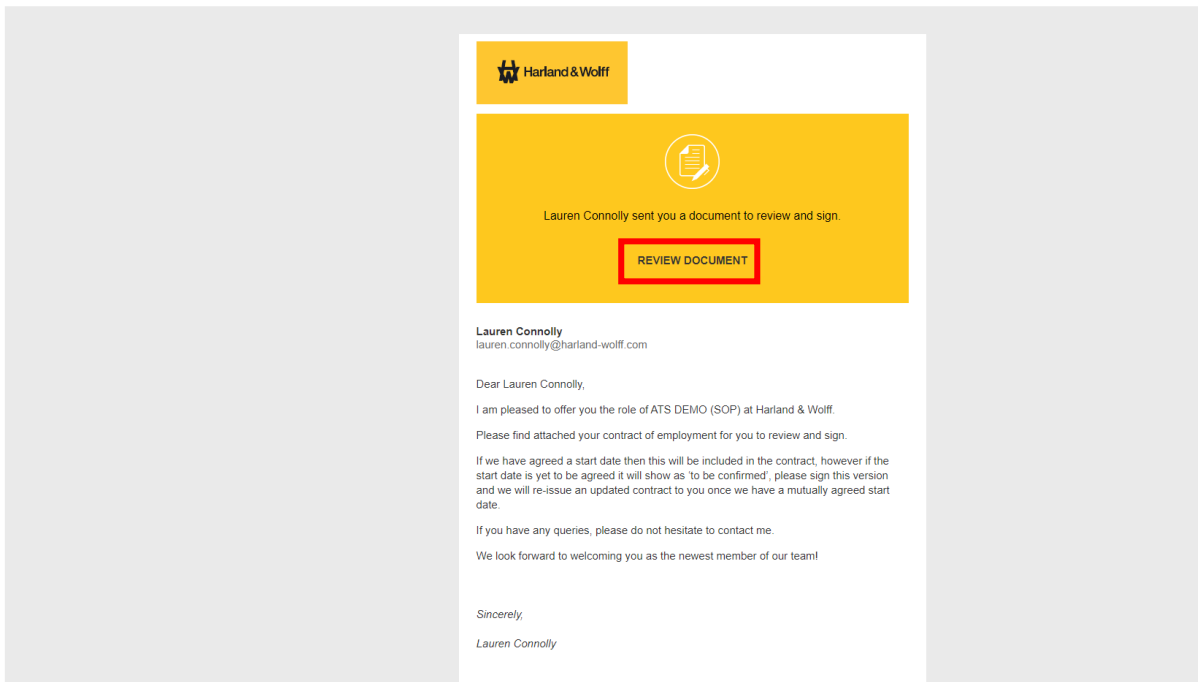
Please see below in relation to signing your contract of employment.

First of all you will receive the following email following your verbal acceptance of a role with Harland & Wolff

To access your contract, please click "Review Document".

Harland & Wolff Job Offer

 Lauren Connolly via DocuSign <dse@EMAIL.DOCUSIGN.NET>  
To: Lauren Connolly



Once clicked the following will appear

## Request for Signature



**Lauren Connolly**  
Harland & Wolff

Dear Lauren Connolly,  
I am pleased to offer you the role of ATS DEMO (SOP) at Harland & Wolff.  
Please find attached your contract of employment for you to review and sign.  
[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

Simply tick the box highlighted in red below and then click the "Continue" button.

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE

Your contract of employment will then open for you to review and sign.



Here you will be able to scroll through and review your contract of employment. Once you get to the end of your contract you will see the following

**Signed by the Employee****Print Name:** Lauren Connolly**Date:** 09-Jan-2024 | 9:33 AM GMT**Signature:**

It will automatically populate your name and the date and time, you will then see the yellow Sign button highlighted above.

Please click the “Sign” button and then the following will appear

[×](#)

### Adopt Your Signature

Confirm your name, initials and signature.

\* Required

<b>Full Name*</b>	<b>Initials*</b>
<input type="text" value="Lauren Connolly"/>	<input type="text" value="LC"/>

[OR SELECT A SIGNATURE](#)   DRAW   UPLOAD

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PREVIEW [Change Style](#)

DocuSigned by:

*Lauren Connolly*   DS  
LC

F8C1CC570B3B42D...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

**ADOPT AND SIGN**   CANCEL

Here you can enter your name and your initials and select a signature you would like. Once done please click the “Adopt and Sign” button highlighted. You will then see the signature will populate like below.

**Signed by the Employee****Print Name:** Lauren Connolly**Date:** 09-Jan-2024 | 9:33 AM GMT**Signature:**

This is now your contract of employment signed, however, depending on your role, you will have either one more or two more documents to sign

At the end of each contract there will be the Working Time Opt out agreement (and if your role requires BPSS checks you will also have The Official Secrets Act. These both get signed the same way the contract does.

At the bottom of the documents, once everything has been signed you will see the following button. **Please ensure you click the “Finish” button as this is the only way to save the document once it is signed.**

A yellow rectangular button with the word "FINISH" in black capital letters.

Once you have clicked “Finish” the following pop up will appear

## You're Done Signing



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A copy of this document will be sent to your email address when completed by all signatories. You can also download or print using the icons above.

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A yellow rectangular button with the word "CONTINUE" in black capital letters.

Simply click “Continue” and the screen will then change to the below to confirm you have finished signing your contract of employment

You can then close the webpage. You will receive an email shortly after with a copy of your completed contract attached as PDF to the email.