

Forms Re-Form!

As a part of the Department's ongoing efforts to reduce paper and increase employee mobility, we are transitioning DCS forms from Microsoft Word and Excel documents into electronic, fillable forms (eForms). The new eForms are designed to be filled out electronically and digitally signed so DCS employees no longer need to print, physically sign and scan completed forms.

The way you access these forms will not change. You will still download all forms and documents from the Forms pages on the Department's Intranet or Internet. Remember - always download forms from the web site to ensure you are working with the latest version! eForms will have applicable instructions included at the end of the form - you will no longer need to download a separate instructions file.

eForms are being transitioned and posted by business area, starting with Volunteer Services and Human Resources. During this transition period forms/documents will be available in the printable Microsoft Word document format as well as the new eForm format. Eventually all forms will be converted into eForms. If you have any questions regarding the use of these forms, please contact the DCS Documents Program Specialist at 615-532-3933.

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