

Combining PDFs to a single file

Please note that all pages of your completed application **must** be combined into one PDF before submitting via email to HRrecruitment@longfordcoco.ie. You can only combine one supplement file each for Qualifications and Employment (combining more than one copy of either or both of these may result in errors on your application.)

The correct order for combining your documents is:

1. Completed Application Form
2. Qualifications Supplement (if required) – max. 1 per application
3. Employment Supplement (if required) – max. 1 per application
4. General Education, Academic, Professional or Technical Qualification Certificates

The recommended way to do this is using Adobe Acrobat Pro (paid) or if not available, you can print and scan your files to a single PDF. We are unable to recommend using third-party PDF editors, including the use of operating system and web browser PDF viewers.

How to Combine Files into a Single PDF using Acrobat Pro

(Interface may vary depending on software version and operating system.)

Use **File > Create > Combine Files into a Single PDF**. You can drag and drop your files or use Add Files to select using your operating system's file manager. Once all files are added and ordered correctly, click **Combine**, and then **File > Save As...** to save your new file.

The screenshot illustrates the process of combining PDFs in Adobe Acrobat Pro. It shows the 'File' menu with 'Create' selected, leading to 'Combine Files into a Single PDF...'. Below, the 'Add Files' button is highlighted, with a text box explaining its use and the 'Move Up' and 'Move Down' buttons for reordering. At the bottom, the 'Combine Files' button is highlighted, and the 'Combine' button is also highlighted. A table below shows the files being combined.

Name	Page Range	Size	Modified	Bookmark for File	W
Application Form.pdf	All Pages	219.14 KB	29/10/2024 12:09:48	Application Form	
Qualifications Supplement.pdf	All Pages	140.31 KB	11/03/2026 12:22:07	Qualifications Supplement	
Employment Supplement.pdf	All Pages	133.58 KB	11/03/2026 12:22:25	Employment Supplement	
Certificate 1.pdf	All Pages	140.31 KB	11/03/2026 12:22:07	Certificate 1	
Certificate 2.pdf	All Pages	140.31 KB	11/03/2026 12:22:07	Certificate 2	
Certificate 3.pdf	All Pages	140.31 KB	11/03/2026 12:22:07	Certificate 3	