

# Filling in Forms

There are many times when you are asked to fill in a form.

For example:

- ✓ Applying for a passport
- ✓ Applying for a driving licence
- ✓ Applying to join a library or club
- ✓ Applying for a job
- ✓ Giving information like in the Census form

## Tips for filling in forms

- It is good to keep all the information you might need together so you can find your personal details quickly and easily, for example your Identity Number (ID No.) You will get this number off your birth certificate or when you turn 16 years, you will apply for an ID Document.
- Make a copy of the form so that if you make a mistake you can start again. You can always ask for an extra form to practise on.
- Read the form carefully before you write anything.
- You may not need to fill in everything.
- If it does not apply to you leave it blank.
- If there is something on the form you do not understand, ask for help.
- Often the information you need to give on forms is the same. Once you get used to filling in forms they will all become easier!

## BLOCK LETTERS

Sometimes you are asked to fill a form in **Block Letters** or **Block Capitals**.

This means writing EVERYTHING IN CAPITAL LETTERS.

This is to make the information very clear and easy to read or easy to scan by a computer.

Here are all the capital letters to remind you.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Make sure you know how to write each one.

M \_\_\_\_\_ Z \_\_\_\_\_

When you are asked to write in Block letters this does **not** mean your signature. You sign your name in the usual way.

## Forms with Boxes

When you have a form with boxes to fill in make sure to write **one** letter **or one** number in each box.

**Leave one box space between each word.**

## Revision Quiz

Put a ✓ in the right box.

1. **DOB** stands for:

- a) Day of bouncing
- b) Date of birth
- c) Don't over book

2. Another name for your **first name** is:

- a) Forename
- b) Surname
- c) Last Name

3. Your **country of origin** is:

- a) Where you were brought up
- b) Where you were born
- c) Where you go on holiday

4. **Gender** means:

- a) Your sex - male or female
- b) Children
- c) Where you were born

5. Your **dependants** are:

a) Your cousins

b) Your friends

c) People you provide for

6. Your **occupation** is:

a) If you are married or single

b) Your work

c) Your work history

