

# *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 Personal Public Service Number (PPS number). You can get this number from the Department of Social and Family Affairs. It should also be on your pay slip.
- 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!

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## 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.

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

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## 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.

<b>Surname</b>	B	Y	R	N	E														
<b>First name</b>	M	A	R	Y															
<b>Address</b>	1	2		H	I	L	L		D	R	I	V	E						
	N	A	V	A	N														
	C	O		M	E	A	T	H											
<b>Date of birth</b>	2	5		0	6		1	9	8	4									

Fill in this form with **your own** information. Use BLOCK CAPITALS.

<b>Surname</b>																			
<b>First name</b>																			
<b>Address</b>																			
<b>Date of birth</b>																			

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## Writing dates in boxes

Write **one** number in each box.

Usually there are two boxes for the numbers.

If it is a single number like 3 and 9 you have to put a 0 first to fill all the boxes.

### *Example*

3/9/04

0	3	0	9	0	4
---	---	---	---	---	---

Sometimes the year will be written in full – 2005

Sometimes just the short form is used – 05

### *Example*

11/1/2004

1	1	0	1	2	0	0	4
---	---	---	---	---	---	---	---

5/12/02    

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--	--

--	--	--	--

3/9/98    

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--	--

16/2/00    

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--	--

--	--	--	--

11/1/01    

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--	--

2/6/2005    

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8/10/1968    

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**Answers on last page**

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## Some words that are used in forms

Sometimes forms use different words to ask the same thing.

**First name:** *Mary*

This can also be asked as **Christian name** or **Forename**.

**Surname:** *Byrne*

This can also be called **Last Name** or **Family Name**.

Be careful! Some forms ask you to put your surname first.

**Address:** This is where you live.

*19 The Green, Rathmines, Dublin 6*

You might be asked to write it out on separate lines.

### *Example*

<b>Street:</b>	<i>19 The Green</i>
<b>Town/City:</b>	<i>Rathmines</i>
<b>County:</b>	<i>Dublin 6</i>

**Title:** Mr, Mrs, Miss, Ms,

**Mr** is used for all men.

*Mr Michael Byrne*

**Mrs** is used for a married woman.

*Mrs Mary Byrne*

**Miss** is used for a single woman.

*Miss Mary Byrne*

All women can use **Ms**.

*Ms Mary Byrne*

They can be married or single.

**Telephone / Phone:** *01-234567*

**Contact Number:** This is where you can be reached most easily. If you don't have a phone this could be your friend's telephone number.

It could be a **work number** or a **daytime number** (where you are during the day) or your **mobile number**.

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**Date of Birth:** When you were born.  
**DOB** - the initials of each word **D**ate of **B**irth.

21<sup>st</sup> December 1954 or 21/12/54

**Signature:** **How you write your first and last name together.** Your signature is unique. You are the only person in the world who writes your name in that way.

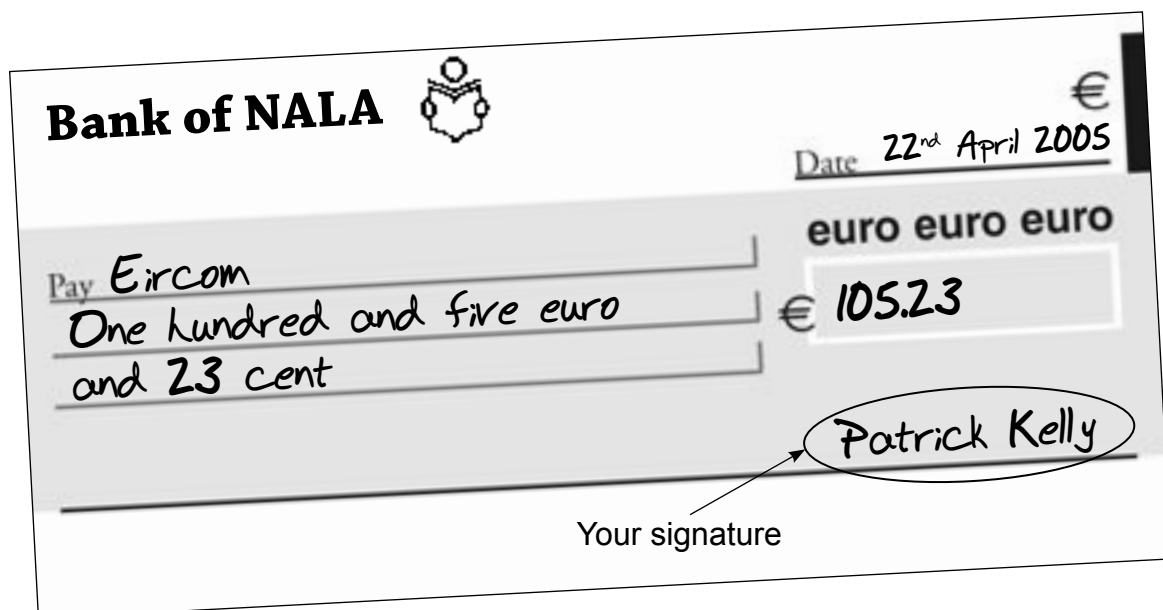
You **sign** a letter or a form or a cheque.

- Your signature is legally binding.
- You are agreeing to the conditions of the form.
- You are stating that the information you are giving is true.

You may want to take some time to practise **your** signature.

Example: *Patrick Kelly*

_____	_____
_____	_____
_____	_____



## Example

Here is a form filled out with Mary Byrne's details.



DVD  
World

### Application for Membership

First Name: *Mary*

Surname: *Byrne*

Title: Mr  Mrs  Miss  Ms

Address: *19 The Green, Rathmines, Dublin 6*

Telephone: *01-234567*

Daytime Contact Number: *01-765432*

Date of Birth: *21-12-54*

I am applying for membership of DVDWorld. I agree to abide by the rules of DVDWorld. I declare that the information given above is true and correct to the best of my knowledge.

Signature: *Mary Byrne*

Date: *26<sup>th</sup> January 2005*

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## Application Form

Fill out this form with **your** details. It is a good idea to have a friend look at this for you when you are finished.



**DVD  
World**

### Application for Membership

**First Name:**

**Surname:**

**Title:** Mr  Mrs  Miss  Ms

**Address:**

**Telephone:**

**Daytime Contact Number:**

**Date of Birth:**

I am applying for membership of DVDWorld. I agree to abide by the rules of DVDWorld. I declare that the information given above is true and correct to the best of my knowledge.

**Signature:**

**Date:**

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## More words used in forms

**Occupation:** This is the job you have or the work you do.

**Example:**

Homemaker, Farmer, Doctor, Waiter, Student,  
Part time shop assistant, Unemployed etc.

**Country of origin:** This means the country you were born in.

**Example:**

Mary was born in England. Her **country of origin** is England.

**Marital Status:** You may be asked to put a ✓ in a box to show the one that is right for you.

Married

Widowed

Separated

Single

Divorced

### Are you male or female?

Sex and Gender mean the same thing. Your sex or gender is whether you are a man or woman, male or female.

**Sex:** Male  Female

**Gender:** Male  Female

**Dependants:** People who are relying on you to provide for them.

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## 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

**Answers on ast page**



## Membership Application Form

Complete this application form using **BLOCK CAPITALS**

**Surname:** \_\_\_\_\_

**Forename:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Please ✓ the correct box.**

Married  Widowed

Single  Divorced

**Please ✓ the correct box.**

**Sex:** Male  Female

**Date of birth:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Have you used a gym before?** Yes  No

**Signature:** \_\_\_\_\_

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## Job application form

You have replied to an advertisement for a job in Telesales. You are required to complete the following application form using block capitals.

**The Modern  
Telephone  
Company Ltd**



Please complete this form in Block Capitals.

**First Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone No:**

**Contact No:**

Please ✓ the correct box.

**Sex:** Male  Female

**Date of birth:**     /     /

**PPS No:**

**Present occupation:**  
\_\_\_\_\_

**Previous employment:**  
\_\_\_\_\_  
\_\_\_\_\_

**Valid Driving Licence:** Yes  No

**Signature:** \_\_\_\_\_

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# Fill in the following form for your Childcare Centre

Use block capitals.

*Happy Days  
Montessori  
School*



**Forename:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Home phone No:**

**Mobile phone No:**

**Names and dates of birth of children:**

**Name**

**DOB**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

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# Answers to the Exercises



## Writing dates in boxes (page 4)

0 5    1 2    2 0 0 2

0 3    0 9    9 8

1 6    0 2    2 0 0 0

1 1    0 1    0 1

0 2    0 6    0 5

0 8    1 0    6 8

## Revision Quiz (page 10)

1. b – DOB stands for Date of Birth
2. a – First name is also your Forename
3. b – Country of origin is where you were born
4. a – Gender is your sex – male or female
5. c – Dependants are someone you provide for
6. b – Occupation is your job