ESOL Form Filling workbook

Name_____ Date_____

Meaning	Words	Your information
How you sign your name		
Your nearest relative		
TS1 5JK		
Family members who rely on you for financial support		
National Insurance number		
Are you employed/unemployed?		
Your first name		
Are you single/married?		
The place where you are living		
Mr/Mrs/Miss/Ms		
The first letter of your forename and surname		

Dependents
Marital status
Address
Signature
Initials
Postcode
Employment status
NI number
Title
Next of kin
Forename

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Name_____ Date_____

Meaning	Words	Your information
Capital letters		
Your first language		
Your husband/wife's name		
You must not fill in		
The address you lived at before		
Male or female		
Your phone number		
Information that doesn't relate to you		
Your job		
Another phone number		
Date of birth		

Office use only
Occupation
DOB
Block capitals
Spouse name
Previous address
Contact no.
Mother tongue
N/A
Alternative phone no.
Gender

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Name_____ Date_____

My name is Tomas Reiger. I am 24 years old and I come from the Czech Republic. I am single. I live with my family at 74 Swanson Road, Walkden, Salford. Our postcode is BL4 6RQ. Our phone number is 01224 756 432. I also have a mobile. My mobile number is 07789 457 832. I am learning English at City Skills college. Today I am joining the library.

Salford Library Application Form

Mr / Mrs / Miss (delete as appropriate)

Surname _____ Age _____

Forename _____ Home tel _____

Address _____ Mobile _____

_____ Occupation _____

_____

Postcode_____

Top tips when filling in the form

- **Read the instructions carefully.**
  Do you need to use block capitals?
  Do you need to tick/circle/delete?
  How many things do you need to tick/circle?
- **Write your address over three lines like this:**
  21 Jump Street
  Middleton
  Bury
- **Write your date of birth like this:**
  Day/Month/Year e.g. 30/06/1993
- **Choose the correct title.**
  Men are always Mr. Unmarried women are Miss. Married women are Mrs.
- Remember **your country and your nationality are different.**
  e.g. My country is England, but my nationality is English.
- **Spell your country and nationality correctly.**
- Marital status is **single** or **married**. Spell yours correctly.
- Put N/A [not applicable] for questions that don't apply to you e.g. names of children if you don't have any.
- If you think you can't spell your job, write that your occupation is "student".
- "Signature" means signing your name e.g.

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Name_____ Date_____

PLEASE WRITE IN BLOCK CAPITALS USING BLACK INK

Forename		
Surname		
Previous Surname		
Title: Mr / Mrs /Miss / Ms / Other		Delete as appropriate
Date of Birth		
Address Post Code (Zip)		
Day Telephone		
Mobile Telephone		
Nationality		
Do you want to receive information about our special offers?	Yes / No	Circle one
Do you have a bank account?	Yes / No	Circle one

Now check your partner's work from page 4.

The form is completed, all in capital letters.	
The forename and surname are separated.	
The title is correct.	
The other titles are crossed out.	
The date of birth is in the correct format.	
The address is written correctly over three lines.	
The nationality is correct and spelt correctly.	
They have circled one answer for each of the last two questions.	

Now check your partner's work from page 4.

The form is completed, all in capital letters.	
The forename and surname are separated.	
The title is correct.	
The other titles are crossed out.	
The date of birth is in the correct format.	
The address is written correctly over three lines.	
The nationality is correct and spelt correctly.	
They have circled one answer for each of the last two questions.	