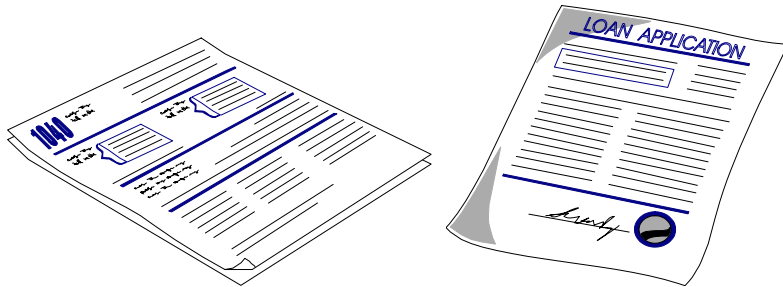
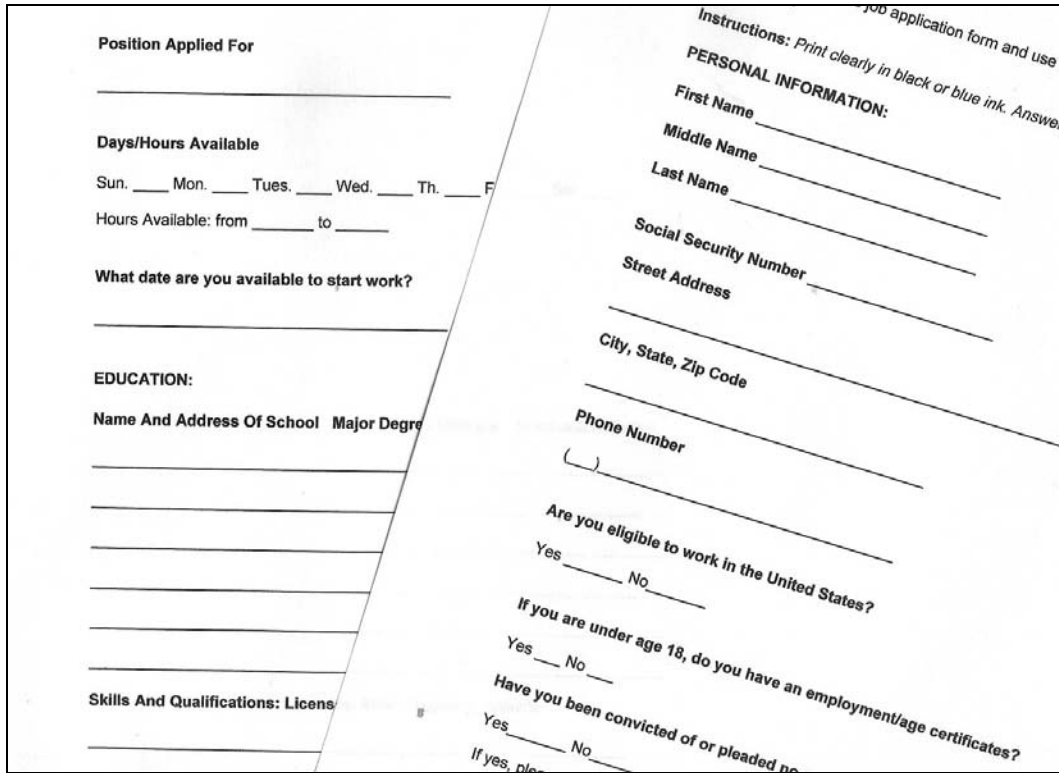
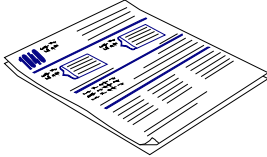



Filling Out Forms About Yourself

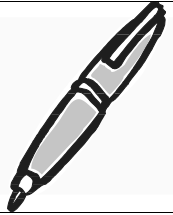



PERSONAL INFORMATION - Please print. Use black ink only. Print everything in capital letters.												
LAST NAME												
FIRST NAME												

Vocabulary

		Roger
a form	filling out a form	a name
<i>forms</i>	<i>filling out forms</i>	<i>names</i>

Roger Mark Tally	R M T	33755 33755-1535 19118
a full name	an initial	a zip code
<i>Roger = first name Mark = middle name Tally = last name M. = middle initial</i>	<i>initials</i>	<i>zip codes</i>
	NOTE: M.I. = middle initial on forms	NOTE: Use the long form of the zip code, if you know it.

		Black Ink Blue Ink Red Ink
a pen	a pencil	NOTE: Use the correct color of ink. Follow the directions very carefully.
<i>pens</i>	<i>pencils</i>	

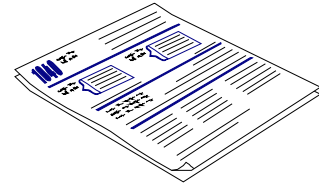
This is printing.

This is cursive writing.

NOTE: Use cursive writing to sign your name. (signature)

Forms Are Very Important Documents

A form is an important paper you have to fill out. For example, you have to fill out an income tax form. You have to fill out a form to buy a car, send a money order, or rent an apartment.



Job applications are forms. You have to fill out (complete) a job application every time you apply for a job.

Some things are the same on all forms, such as: name, address, and phone number. Those things are easy to remember. Often you will have to look up information for forms. For example, you may have to look up your social security number, or the license number on your driver's license.

It's a good idea to make a Personal Information Sheet about yourself and each family member. Take it with you whenever you need to fill out a form. It's OK to refer to it while you are filling out a form. You can also refer to it during an interview.

Conversations

- Person A:* *May I help you?*
Person B: *Yes, I'd like to apply for a job.*
Person A: Here is our application. Fill it out completely.
Person B: *May I take it home and fill it out there?*
Person A: *No. You must fill it out here.*
Person B: *OK. Thank you.*
- Person A:* I'd like to apply for a job.
Person B: *OK. Just go over to the computer and begin.*
Person A: Will you help me get started? I don't use computers very often.
Person B: *Yes.*
Person A: Thank you.

Phonics with a Florida Twist

f	d	s
fill	do	salary
find	decide	social security
fix	desire	signature
first	did	sign
Fairfax Road	Dixon Drive	Satsuma Street
Ft. Harrison Avenue	Dunedin	Seminole

e	l	a
exit	living	answer
eligible	leaving	after
enter	looking	address
every	line	accident
Enterprise Road	Lake Hill Lane	Arden Avenue
Essex Drive	Lynnlea Lane	Aruba Circle East

Clap the Stress

x x x X x	X x x X x	X x x x X x
your occupation	reason for leaving	previous position
were you convicted	no unemployment	Yesterday they fired him.
I understand that	Can you describe it?	This is where I work, now.
	Start on a forklift.	He is the employer.

Practice Following Directions

You must follow directions exactly on a job application. Read the directions before you start to answer any questions. Here are some directions (instructions) to practice:

Directions:	Practice Here:
Print your name. Use only black ink.	
Sign your name.	
Write today's date: mm/dd/yyyy	
Write your street address.	
Write FL and your zip code.	
Write your current job. Circle the first letter.	
Birthplace.	
Employer.	
Home Phone.	
Print your name. Put a check mark over your first name. Underline your last name. Put a circle around your middle name or initial.	
Write today's date in blue ink.	

There are Many Ways to Mark an Answer

Be sure to mark answers the correct way.

This is an X. This is a checkmark: ✓.

This is a box: This is a circle:

In the box (right) please list 4 places you have lived. Which place did you live in first? Put a box in front of that place. Put a checkmark in front of your second place. Put an X after your third place. Put a small circle in front of your last place. Then fill in the circle completely.

A Sample Job Application

This is a sample job application. It was on the Internet. You can find it and other samples at: <http://jobsearch.about.com/library/jobapp/b1sample1.htm>

Your teacher will help you fill out this form. Be neat. Write clearly. Answer every question. If a question does not apply to you, write NA or --- in the blank.

Like most job applications, this asks for three kinds of information:

1. personal information—where you live, social security number, etc.
2. work experience—also called job experience, work history, job history
3. education—what schools did you attend, when, and for how long

This application, like most, also asks what job you are applying for and when you can work. When you have completed an application, you usually have to sign and date a statement that says everything you wrote is true.

Sample Job Application Form

Practice filling out this job application form and use it as a guide when completing applications for employment.

Instructions: *Print clearly in black or blue ink. Answer all questions. Sign and date the form.*

PERSONAL INFORMATION:

First Name _____

Middle Name _____

Last Name _____

Social Security Number _____

Street Address

City, State, Zip Code

Phone Number

() _____

Are you eligible to work in the United States?

Yes _____ No _____

If you are under age 18, do you have an employment/age certificates?

Yes ___ No ___

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ No _____

If yes, please explain: _____

POSITION/AVAILABILITY:

Position Applied For (Position Desired)

Days/Hours Available

Sun. ___ Mon. ___ Tues. ___ Wed. ___ Th. ___ Fri. ___ Sat. ___

Hours Available: from _____ to _____

What date are you available to start work?

EDUCATION:

Name And Address Of School Major Degree/Diploma Graduation Date

Skills And Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY: (JOB HISTORY)

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason For Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason For Leaving: _____

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason For Leaving: _____

May We Contact Your Present Employer?

Yes _____ No _____

References:

Name/Title	Address	Phone	Occupation
-------------------	----------------	--------------	-------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____

REMINDER: Make a Personal Information Sheet for yourself. Keep it in a safe place. Take it with you whenever you know you will have to fill out forms.