



meets
minority ethnic employment
& training support

Filling in Forms

Today we will:

- Discuss words that are used on application forms
- Learn the meaning of some of these words
- Practice filling in application forms

Filling in Forms Vocabulary

Read this email...

Hi. What is your
tel no and D.O.B?

My mob no is
0775568892.

Fill in the answers
below

Draw a line to match the words

D.O.B

Family name

Gender

First name

Nationality

Date of Birth

Surname

Male /Female

Forename

Country of Birth

Complete the words

Tel: _____

Mob: _____

D.O.B: _____

No: _____

Application Information Sentences

Fill in the blanks with information about you.

1. My last name is _____

2. My first name is _____

3. My address is _____

4. I live in _____

5. My post code is _____

6. My phone number is _____

My name is Laila Ahmed. I'm 26 years old and I'm from Pakistan.

I am not married and I live with my parents at 23 Maryhill Road, Glasgow.

Our postcode is G20 6EZ.



Our phone number is 0141337 8828. I also have a mobile and my number is

0784577823.



I'm learning English at Glasgow Clyde College. Today I am applying for a job.

Job Application Form

Mr/Mrs/Miss (delete as appropriate)

Surname _____

Age _____

First Name _____

Home Tel _____

Address _____

Mobile _____

Occupation _____

Postcode _____

Single/Married _____

Completed job application form

Personal Information			
Position applied for: Shop Assistant		Full Name (forename & surname): Pavel Novak	
Date of Birth: 12/12/1985		Nationality: Polish	
Address: 21a High Street		Tel. No. & Email: pavelnovakpole@polenet.org	
Current Employment			
Name and address of employer: Funky Clothes Shop, 5 Forfar Street, Dundee			
Position held: Shop Assistant		From (D/M/Y): 14/06/05	
Notice required: <i>One week</i>		Hours per week: P/t: <i>20 hours a week, 48 weeks a year</i>	
Reason for leaving current employment: I am moving to Glasgow with my wife for her job. I am looking for a new job.			
Duties and responsibilities: <ul style="list-style-type: none"> ○ Helping customers in the shop ○ Using the till and handling cash ○ Keeping the shop clean and tidy ○ Stocking up shelves I work in a team of six people and am a good team worker			
Other Work Experience			
Dates of employment (most recent first)		Organisation	Job title & duties
From (D/M/Y)	To (D/M/Y)		
14/02/04	20/03/05	Duty manager with Chopin Restaurant chain, Warsaw	Duty manager and Head Waiter (when restaurants busy and extra staff needed). Part time. Reason for leaving: moved to Scotland.

Education and Qualifications

Qualification(s) & Dates	Subjects	Level/grade
National Diploma in Restaurant Management, Poznan College of higher Education, Poznan, Poland. 2004 School Exams: English language, Maths, German language, Physical Education and Sport.	Accountancy (Book Keeping), Customer Service, Marketing and Sales, Health and Safety at Work, Hygiene and First Aid.	Pass: First Class

Further information

Please provide any further information, e.g. skills, examples of your achievements, training, interests, etc. (continue on separate sheet if necessary):

I am a good team worker and I am also happy to work on my own.

I enjoy working with people and have a friendly and positive approach to my work.

When I was working in the restaurant I was trained in fire safety and was responsible for the safety of my team. I am a fast learner and happy to do any training needed for the job.

I work hard and am happy to work **overtime** when needed.

Referees

Please name two referees

Brian Brown
Shop Manager
Funky Clothes Shop,
5 Forfar Street,
Dundee
Tel: 02013040
Email: brian@funkyclothes.org.uk

Shirley Mcfadden
Principal
Dundee College of English
Campbell lane
Dundee
Tel: 098 34290
Email: Shirlmcf@dec.dundee.org

True  or False 

1. Pavel is applying for a job as a manager
2. Pavel is leaving his job because he's moving to Glasgow
3. His current job is at Chopin Restaurant
4. Pavel was working as a teacher
5. He studied science in college

Now you try to fill in the application

Job Application Form

Personal Information			
Position applied for:		Full Name (forename & surname):	
Date of Birth:	Nationality:		
Address:	Tel. No. & Email:		
Current Employment			
Name and address of employer:			
Position held:	From (D/M/Y):		
Notice required:	Hours per week:		
Reason for leaving current employment:			
Duties and responsibilities:			
Other Work Experience			
Dates of employment (most recent first)		Organisation	Job title & duties
From	To		

Education and Qualifications

Qualification(s) & dates	Subjects	Level/grade

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Please provide any further information, e.g. skills, examples of your **achievements**, training, interests, etc. (continue on separate sheet if necessary)

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Referees

Please name two referees

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minority ethnic employment
& training support

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