

Name:		Date:	
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Good advice for filling forms

Use with presentation "Good advice for filling forms (general)"

Instructions: Watch the presentation. Fill in the spaces with the correct words.

1. Read the _____ form first.
2. If something is not _____, ask the receptionist.
3. Learn _____ before filling forms.
4. Print _____ !
5. Use black or blue ink _____ – no pencil.
6. Fill in everything. Write _____ if it doesn't apply to you.
7. Follow _____ carefully for dates and numbers.
8. Re-read the form for _____ before you hand it in.

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Employment Application

COMPANY OR EMPLOYER NAME: _____

Position applying for: _____

EMPLOYEE INFORMATION

Name: _____ Last _____ First _____ Middle _____

Address: _____

Telephone: _____

Email: _____

Date: _____

Are you able to perform the essential functions of the position with or without accommodations?
☐ Yes ☐ No

If necessary for the job are you older than:
☐ 14 ☐ 15 ☐ 16 (Check one)
☐ 17 ☐ 18 ☐ 19 ☐ 20 ☐ 21

I am legally eligible for employment in the U.S.:
☐ Yes ☐ No

I am seeking a permanent position:
☐ Yes ☐ No

I will be able to report to work _____ days after being notified I am hired.

EMPLOYER INFORMATION

Employer name and address: _____

Position title/duties, etc.: _____