



## The language of forms

Match the word or abbreviation (short form of a word) to its meaning. An example has been done for you.

|                                  |                                                                                      |
|----------------------------------|--------------------------------------------------------------------------------------|
| For office use/official use only | How you sign your name                                                               |
| N/A                              | The first letter of your forenames and surname                                       |
| Forenames                        | Your nearest or closest relative                                                     |
| Signature                        | Not applicable                                                                       |
| Next of kin                      | Any family members who rely on you for financial support                             |
| Title                            | Your National Insurance Number                                                       |
| Dependants                       | Are you employed, unemployed, self employed, a carer, etc.                           |
| <b>Marital status</b>            | Your first names (not your surname or family name)                                   |
| Initials                         | <b>Say if you are single, married, in a civil partnership, divorced or separated</b> |
| N.I. No.                         | Not to be filled in. This section is completed by the organisation.                  |
| Employment status                | Mr/Mrs/Ms/Miss, etc                                                                  |

