Name _____ Class _____ Number _____

How to fill in an application form

- Type the form. If you can't type it, fill it in neatly by hand.
- Use ink.
- Use a mixture of small and capital letter
- Make a copy of the completed form.
- Send the form by registration so that you can prove that the company receives it.

True or false

_____ 1. It is better to type a form.

_____ 2. You should fill in a form in pencil.

_____ 3. You should fill in a form in block capitals.

_____ 4. You always make a copy of the completed form.

_____ 5. You should send the form by special delivery.



LIVEWORKSHEETS