

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: \_\_\_\_\_

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)  
☐ 18 ☐ 19 ☐ 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**

List three recent employment last. Include number of employees here, in the summary following this section or on an add-on sheet.

Employer name and address: \_\_\_\_\_

Position title/duties: \_\_\_\_\_

Pay: \_\_\_\_\_

and address: \_\_\_\_\_

Position title/duties: \_\_\_\_\_