



## After filling in a form

### After completing a form

After you've completed a form it's useful to:

- Ask a friend to check it.
- Make a copy of the completed form and keep it for yourself.

### The meanings of words in forms

There are specific words and terms that are often used in forms. It's important to understand what they mean. The following list will help:

Occupation	job
Employment	job
Employer	the person or firm who pays
You make payable to	the person who is being paid
Direct debit	a regular payment taken out of your bank account
Ni No.	National Insurance number (two letters, followed by six numbers and a final letter, eg AF 21 53 76 58 H)
Overleaf	on the other side of the page
PTO	Please Turn Over (the page)
DoB	Date of Birth
Nationality	your country
CV	Curriculum Vitae (Latin for 'the story of your life')
Telephone, inc. std code	your telephone number, with the code for your city or area
Surname	family name, last name
Forename	first name
Full name	your whole name – first and last, and any middle names
References	statements from people who know you
Referees	people who will write references for you (you need to give their name, address and phone number so they can be contacted)

**Use a dictionary to find the meaning of other words you do not understand.**