



## Filling in forms

Forms often need to be filled in for: jobs, tax, housing, childcare, school, bank, benefits, loans, a driving licence, and so on.

### Before filling in a form

It's easy to make a mess of a form by making mistakes, so it's a good idea to **photocopy** the blank form before you fill it in. Use a **pencil** to fill it in first so that you can rub out any mistakes.

### Read the instructions carefully

You may be asked to:

- Tick boxes or put a cross in them.
- Use black ink so that photocopies are clear.
- Write in 'block capitals' - this means you should use capital letters all the time (see below).

The top row of the grid below shows **simple letters** (sometimes called '**lower case**').

a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z

The bottom row shows '**block capitals**' (also called '**capital letters**' or '**upper case**').

### Tips

When filling in a form:

- Write as clearly and neatly as possible.
- Keep the form clean and try not to fold it.
- Spell names and addresses correctly.
- Use a dictionary to check spelling.
- Answer all the questions you can but keep answers short and to the point.
- Write **N/A** ('Not Applicable') next to any questions that don't apply to you.
- Write on a separate piece of paper if there isn't enough room for your answer (but make it clear which question you're answering).
- List jobs (if requested to do so) by starting with your most recent job and ending with your first job.

Some forms ask for dates to be written in a special way. When you see **dd/mm/yyyy**, you should write:

- Two numbers for the day and month: 01, 02 for numbers less than 10.
- Four numbers for the year (eg 1964 or 2001).