



## Identifying commonly used terms - answers

The terms on the right of the column have been matched correctly to the terms on the left.

N/A	=	Not Applicable
Block capitals	=	capital letters
Occupation	=	job
Employer	=	the person or firm who pays you
Make payable to	=	pay to this person
Direct debit	=	a regular payment taken out of your bank account
NI No.	=	National Insurance number
Upper case	=	capital letters
Overleaf	=	on the other side of the page
PTO	=	Please Turn Over (the page)
DoB	=	Date of Birth
Nationality	=	your country
CV	=	Curriculum Vitae
Telephone inc std code	=	phone number, including area code
Surname	=	last name
Forename	=	first name
References	=	statements from people you know
Referees	=	people who will write references for you
Family name	=	last name
dd/mm/yyyy	=	write two numbers for the day and month, four for the year