

An application form

Learn how to fill in an application form.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Choose the five kinds of information you normally have to give to apply for a library card.

first name	last name	nationality
marital status	date of birth	qualifications
job	phone number	address

Library card application

First name	MIKE
Last name	ESPOSA-HERNANDEZ
Date of birth	08/11/1991
Address	4 CHARLES ROAD, GLOUCESTER
Postcode	GL1 3ZE
Phone	07796 345678
Email	m.esposa@example.com

I declare the information provided is correct.

Signature *Mike Esposa Hernandez*

Date 03/07/2018

Your checklist

Have you got everything you need?

- a passport photo
- a copy of my passport or other photo ID
- proof of address

Your card will be issued within 15 days and sent to the address provided.

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Tips

1. It's a good idea to write in capital letters so it's easy to read, except for your email address and signature.
2. For dates, in the UK we usually write them DD/MM/YYYY (day-month-year). So, for 1 September 2018 you write *01/09/2018*. In the United States it is MM/DD/YYYY so you write *09/01/2018*.
3. If you don't understand every word on the form, don't panic. You can probably guess what information you need to write. Ask someone for help if you need to.

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. Mike lives in River Street.	True	False
2. Mike was born in 2008.	True	False
3. Mike has everything he needs for his application.	True	False
4. You can get a library card without a passport.	True	False
5. The card will be ready in about five days.	True	False
6. Mike needs to go to the library to get his library card.	True	False

Task 2

Match the personal details (a–g) with the form headings (1–7)

Headings	Personal details
1. First name	a. clare.williamson@example.com
2. Last name	b. WILLIAMSON
3. Date of birth	c. 13A SEAVIEW CLOSE, BRIGHTON
4. Address	d. CLARE
5. Postcode	e. 01/03/1999
6. Phone	f. 07777 123456
7. Email	g. BN1 2EP

Task 3

Complete the form with Jane's details.

My name's Jane Short. I was born on 26 May 2000. I live at Flat 2A, 164 Market Street, Oxford, and my postcode is OX2 5JZ. My mobile number is 07200 329922 and my email address is js@example.com.

First name (1)	Address (4)
Last name (2)	Postcode (5)
Date of birth (3)	Phone (6)
(DD/MM/YYYY)	Email (7)

Discussion

What was the last form you filled in?

Answers

Preparation task

1. first name
2. last name
3. date of birth
4. phone number
5. address

Task 1

1. False
2. False
3. True
4. True
5. False
6. False

Task 2

1. d
2. b
3. e
4. c
5. g
6. f
7. a

Task 3

1. Jane
2. Short
3. 26/05/2000
4. Flat 2A, 164 Market Street, Oxford
5. OX2 5JZ
6. 07200 329922
7. js@example.com