

APPLICATION FORM VOCABULARY

A common problem when filling in application forms is not knowing, or not answering, what the question is asking. Listed below are two separate groups of terms which are commonly found on application forms. For each group, you must try to match the term with its correct definition.

GROUP ONE

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| a. Surname/Family Name | 1. your birthdate |
| b. Forenames/Christian Names/Other Names/Given Names | 2. high school education |
| c. Maiden Name/Nee/Former Name | 3. your wife's/husband's name |
| d. Preferred Name | 4. name common to all members of your family |
| e. D.O.B. | 5. male or female |
| f. Home/Residential Address | 6. person's name before marriage |
| g. Marital Status | 7. medical or physical problems |
| h. Religion | 8. the people who you support |
| i. Secondary Education | 9. person legally responsible for you |
| j. Tertiary Education | 10. the name you like to be called |
| k. Dependents | 11. College or University education |
| l. Spouse | 12. whether you are single, married, widowed or divorced |
| m. Guardian | 13. the names given to you which make you different from other members of your family |
| n. Disability | 14. where you live |
| o. Gender | 15. you don't need to answer this question |

GROUP TWO

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| a. Convictions/Offences | 1. signed statement saying that all the information given is true and correct |
| b. Next of Kin | 2. previous person/firm you have worked for |
| c. Period of Notice/Availability | 3. your closest relative-wife, husband, father, mother, etc. |
| d. Referees | 4. those times you've been found guilty of trouble with the Law |
| e. Citizenship | 5. those responsible people who can tell someone about your character and/or how well you might work |
| f. Former Employer | 6. Another term for "white" or of European origin |
| g. Work History/Experience | 7. not applicable, doesn't apply to me |
| h. Place of Birth | 8. person's name written (not printed) by him/her self |
| i. Mother's Maiden Name | 9. amount of time needed before you can start new job and/or leave old one |
| j. Occupation | 10. what job a person does for a living |
| k. Declaration | 11. country/town where you were born |
| l. Signature | 12. country of birth or of naturalisation |
| m. N/A | 13. details of the places/jobs you have been employed in |
| n. Caucasia | 14. your mother's surname before she married |



"We want someone who can multitask. During our interview I'd like you to fill out those forms and have a physical."