



Unit 7

Filling in Forms

Teacher Namtan
Sirinat Junsuri



1. Types of form

- Application form
- Entry form
- Claim form
- Registration form
- Booking form
- Checking-in form
- Self-assessment tax form
- Order form

2. Personal details



Name : Elizabeth Sripratak
Age : 24
Nickname : Beth
Star sign : Aries
Height : 165 cm
Weight : 53 kg
Hobby : online shopping
Favorite color : green
Favorite food : spaghetti
Favorite movie : The Age of Adaline



Name : Daniel Deejai
Age : 19
Nickname : Dan
Star sign : Leo
Height : 178 cm
Weight : 70 kg
Hobby : cardio workout
Favorite color : red
Favorite food : macaroni
Favorite movie : Iron Man

- a hospital registration form



**Phuket Sandbox
International Hospital**

Patient Registration Form

First name (Given name) : Martin.

Family name (Last name) : Chindamane

Gender : Male Date of Birth : 18 December 1999

Occupation : Electrician Blood group : O

ID card number : 3 6099 41133 69 1

Home Address : 10 Mountain Road

Amphur Kaeng Koy Saraburi 18110

Phone number : 036 251 111, 061-3972615

Email address : martin1999@gmail.com

Have you ever had any surgeries?

☒ No ☐ Yes

Are you allergic to any medication?

☐ No ☒ Yes penicillin

Emergency Contact Person :


Ms. Molly Chinadamane

Relationship : sister

Phone number : 065-9987020

• a job application form

Application for Employment



Date 30 June 2021
 Position applied for Electrical Engineer Expected Salary 25,000 baht / month

Personal details
 Title : (Mr. / Ms.) Arthur First Name Arthur Family Name Meechokdee
 Age 26 Date of Birth 1 May 1995 Nationality Thai Height 170 cms Weight 58 kgs
 ID card number 9 8219 01211 61 5 Marital status Single Number of children -
 Present address 388 Sky Street, Muang, Ubon Ratchathan 34000
 Telephone / Mobile phone 061-8911142 E-mail address arthur-mee@gmail.com
 Have you completed military Service? () Yes () No (✓) Exempted
 Have you ever applied to this company before? () Yes (✓) No
 If yes, state when? -
 Do you have any relatives or friends working for this company? () Yes (✓) No
 If yes, who? - Relationship -

Education	Institutions	Degree	Field of Study
From <u>2018</u> to <u>2020</u>	<u>Chiang Mai University Chiang Mai</u>	<u>B.Eng.</u>	<u>Electrical Engineering</u>
From <u>2014</u> to <u>2016</u>	<u>Pattani Technical College</u>	<u>Higher Vocational Certificate</u>	<u>Electronics</u>
From <u>2011</u> to <u>2014</u>	<u>Ubon Ratchathani Technical College</u>	<u>Vocational Certificate</u>	<u>Electrical Technology</u>

Work experience	Employer's name and location	Position	Reason for leaving
From <u>2020</u> to <u>present</u>	<u>Smallville Company Limited</u>	<u>IT Analyst</u>	<u>No Career Opportunity</u>
From <u>2017</u> to <u>2018</u>	<u>Ratch Group Public Company Limited</u>	<u>Part-time IT Officer</u>	<u>End of Contract</u>

Foreign language	Speaking	Reading	Writing
<u>English</u>	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>

Computer skill
 Programs / Applications : Ms. Word, Excel, PowerPoint and Matlab

Other abilities
 Typing : (✓) Thai typing 30 words per minute (✓) English typing 28 words per minute
 Driving : (✓) Yes () No

Interests Cooking, cycling, photography and weight training

Reference Mr. Richard Branson, Chief Executive Officer, Virgin Blue Holding Limited (Thailand branch office),
 Kanchanaburi 71000_ email address: richard-branson@virgin.com

I certify that all the information given in this application form is true and correct. I understand that any false statement or untrue information will be cause for rejection of my application.

Applicant's Signature Arthur Meechokdee Date July 1, 2015

หน่วยงานและองค์กรต่างๆ อาจจะมีการนำเสนอรูปแบบฟอร์มการสมัครงานที่
 แตกต่างกันไป เพื่อสอบถามข้อมูลที่เป็นต่อการปฏิบัติงานขององค์กรนั้น

- a work order form

> Form A

Work Order Form

Machine Model : ____ Serial Number : ____

Customer's name : _____

Address : _____

Phone : _____

List of Maintenance

<input type="radio"/> Lubricate oil	<input type="radio"/> Conveyor
<input type="radio"/> Gear Oil	<input type="radio"/> Timing Belt
<input type="radio"/> Air Filter	<input type="radio"/> Engine Belt
<input type="radio"/> Engine Oil Filter	<input type="radio"/> Ammeter
<input type="radio"/> Water Cooling	<input type="radio"/> Battery

✓ = check
✗ = change

Mechanic's Name : _____ Date : _____

> Form B

Work Order Form

Date Submitted : ____ Date requested : ____

Area

<input type="radio"/> Water	<input type="radio"/> Electricity
<input type="radio"/> Gas	<input type="radio"/> Others

Type of Maintenance

<input type="radio"/> Checking	<input type="radio"/> Repairing
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Description of Maintenance Requested

Department : _____ Building : _____

Requester's Supervisor : _____

Requester : _____ Date Submitted : _____

Invitation to AP Way event (with tear-off form)

Dear AP Way customer

15th Anniversary celebration

AP Way is celebrating its 21st year of providing health, beauty and home care products. Approximately 100 AP Way customers are expected to attend a special 21st Anniversary Celebration on Monday, 25 April 2022.

As you have been our most valued customer for more than 10 years, we are pleased to invite you to attend this 21st Anniversary Celebration. This special event will take place from 5 pm to 10 pm at The Banquet Hall, Pracha Uthit Road, Samsen Nok, Huai Khwang, Bangkok. Cocktails and a buffet dinner will be provided.

Please let me know whether you wish to attend by completing and returning the tear-off form before 28 February 2022.

I hope you will be able to join us.

.....
Please return to Mr. Kraiwan Sripratak, Event Manager, before 28 February 2022.

I shall / shall not* be attending the 21st Anniversary Celebration on Monday, 25 April 2022.

Name _____

Contact number : phone number _____

Email address _____

Signature _____ Date _____

*Please circle or cross out as applicable.

• a tear-off form



- a Google Form

The form is displayed in a window with a purple header bar containing standard window controls (minimize, maximize, close). The form itself has a light purple background and is organized into three columns. Each question is in a white box with a light purple header. The questions are as follows:

Gender	How often do you exercise?	Whom do you exercise with?
<input type="radio"/> Male	<input type="radio"/> Every day	<input type="radio"/> Friends
<input type="radio"/> Female	<input type="radio"/> 3-4 times a week	<input type="radio"/> Family
	<input type="radio"/> Less than once a week	<input type="radio"/> other

Age	What type of exercise do you do?	How long do you exercise at a time?
<input type="radio"/> 12-25 years	<input type="radio"/> Sports	<input type="radio"/> 30 mins
<input type="radio"/> 26-35 years	<input type="radio"/> physical activities	<input type="radio"/> 1 hour
<input type="radio"/> 35 years up	<input type="radio"/> other	<input type="radio"/> more than 1 hour

When do you exercise?	How much do you pay to exercise?	Where do you exercise?
<input type="radio"/> In the morning	<input type="radio"/> Free	<input type="radio"/> Near home
<input type="radio"/> In the afternoon	<input type="radio"/> no more than 100 baht	<input type="radio"/> near office
<input type="radio"/> In the evening	<input type="radio"/> > 100 baht	<input type="radio"/> other