Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

**Writing Practice**

**Filling in a Form**

Complete the following:

1. Read through the form on the next page carefully. Talk about what you think this form is for. Can you identify any parts of the form that you should not fill in? How do you know? Talk about this.

2. Put the information below into the correct place on the form to complete it for Sally Smith, a new employee. Some information has been completed for you.

 Sally

 405005

 Marketing

 Product Specialist

 Smith

 [ssmith@cdnmalls.ca](mailto:ssmith@cdnmalls.ca)

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Important! Download and save this tillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

CON MALLS KEY /CARD REQUISITION FORM

Employee details

First name: Last name: ----------------------

Employee #: \_ Department: ---------------------

Position: -------------------- Email: --------------------------

Supervisor name: Edith all

Request for: 0 key 0 \*access card

\*New employees will need to have their picture taken at the main security office. (Monday to Thursday 8:00am to 4:00pm. Closed on statutory holidays.)

Reason for request

0 New employee 0 \*Re-issue of lost key/card

\*There is a charge of $35 to re-issue a lost key or card.

Keys and cards are the property of CON Malls. Lost/stolen keys and cards must be reported to security immediately. Any duplication is strictly prohibited.

Employee Signature: s\_a\_ll..y:....\_S m\_\_it\_h

Date: Jan 16, 2016

Supervisor Signature:

*·Et\_t \_HIl \_* Date: 16/1/2016

For office use only.

0 Charge 0 No charge Order# \_ Date due:

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