

Filling out a form: (formulieren invullen)

Veelvoorkomende termen (check ook de woordenlijst A2 forms):

<i>Surname/family name:</i>	(achternaam)
<i>Maiden name:</i>	(meisjesnaam - getrouwde vrouw)
<i>First name/given names:</i>	(voornaam + eventuele doopnamen)
<i>Initials:</i>	(initialen)
<i>Adress:</i>	(adres)
<i>City/place of residence:</i>	(woonplaats)
<i>Postal code:</i>	(postcode)
<i>Place of birth:</i>	(geboorteplaats)
<i>Date of birth:</i>	(dd/mm/yyyy)
<i>Sex:</i>	(geslacht) female/male
<i>Date of issue:</i>	datum van uitgifte (bij paspoort/rijbewijs)
<i>Expiry date:</i>	datum waarop het document verloopt
<i>Citizenship/nationality:</i>	nationaliteit
<i>Approx.:</i>	(approximately=ongeveer)
<i>Asap:</i>	(as soon as possible = zo snel mogelijk)
<i>No.:</i>	(nummer)
<i>PPS no.:</i>	(personal public service number = Burgerservicenummer/BSN)
<i>Social security number:</i>	(Burgerservicenummer/BSN)
<i>Dob.:</i>	(date of birth = geboortedatum)
<i>m/f:</i>	(male/female = man/vrouw)
<i>dd/mm/yy:</i>	(day/month/year = 02/04/05)
<i>Signature:</i>	(handtekening)
<i>Applicant:</i>	(degene die de aanvraag doet – jijzelf meestal)
<i>Capitals/capital letters:</i>	(hoofdletters)
<i>N/A: Not applicable</i>	(niet van toepassing)

Voorbeeld van een formulier – timesheet

Barry's Garage

15, Drury Lane
London, LO23 7RU

TIME SHEET

Employee Name: Josh Heart Title: Mechanic
Employee Number: 1234 Status: Active
Department: MOT Supervisor: Mr. Hale

Date	Start Time	End Time	Hrs.
12/01/2013	08:00	16:00	8
13/01/2013	08:00	17:00	9
14/01/2013	08:00	17:00	9
15/01/2013	08:00	17:00	7
26/01/2013	08:00	16:00	8
17/01/2013	08:00	16:00	8
18/01/2013	08:00	16:00	8
Total Hours			58

Employee signature: _____ Date: 20/01/2013

Supervisor signature: _____ Date: 21/01/2013

Voorbeeld van een formulier – Residency aanvraag (aanvraag voor immigratie)

Application for Residency

(Every additional live-in resident over the age of 18 as of the lease commencement date must submit a separate application and sign the lease)

APPLICANT

Full Name (Last) _____ (First) _____ (MI) _____ Date of Birth _____

Home Phone Number _____ Cell Phone Number _____ Work Phone Number _____
Area Code Area Code Area Code

E-mail Address _____ Smoker Y N

Social Security Number _____

Proof of Identification: Type _____ Identification Number _____
(Examples: Driver's License, Passport, etc.)

How did you hear about us? _____

LIST OTHERS WHO WILL RESIDE IN APARTMENT ON A PERMANENT BASIS:

(To be used only for additional live-in residents of apartment under the age of 18 as of the lease commencement date)

Full Legal Name

Social Security Number

Date of Birth

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RESIDENCY INFORMATION (please include at least 2 years of prior residences):

Present Address: _____ Apt # _____ Phone _____
Area Code

City _____ State _____ Zip _____ Monthly Payment \$ _____

Rent or Own? _____ Dates: From _____ To _____
Month/Year Month/Year

Landlord/Lender Name _____ City _____ State _____ Phone _____
Area Code

Previous Address: _____ Apt # _____ Phone _____
Area Code

City _____ State _____ Zip _____ Monthly Payment \$ _____

Rent or Own? _____ Dates: From _____ To _____
Month/Year Month/Year

Landlord/Lender Name _____ City _____ State _____ Phone _____
Area Code

Additional Previous Address: _____ Apt # _____ Phone _____
Area Code

City _____ State _____ Zip _____ Monthly Payment \$ _____

Rent or Own? _____ Dates: From _____ To _____
Month/Year Month/Year

Landlord/Lender Name _____ City _____ State _____ Phone _____
Area Code

Additional Previous Address: _____ Apt # _____ Phone _____
Area Code

City _____ State _____ Zip _____ Monthly Payment \$ _____

Rent or Own? _____ Dates: From _____ To _____
Month/Year Month/Year

Landlord/Lender Name _____ City _____ State _____ Phone _____
Area Code

EMPLOYMENT INFORMATION (please include at least 2 years of employment):

Current Employer:

Name _____ Address _____

City _____ State _____ Zip _____ Phone _____
Area Code

Employment Date: From _____ To _____ Title _____ Gross Annual Salary \$ _____
Month/Year Month/Year

Supervisor Name _____ Phone _____ Email Address _____
Area Code



Voorbeeld van een formulier – Visum aanvraag

Please attach
2 photographs
taken within
the last 6 months
(3.5 x 4.5 cm)



APPLICATION FOR VISA
Royal Thai Consulate - General
Ho Chi Minh City

Please Indicate Type of Visa Requested

- Diplomatic Visa
- Official Visa
- Courtesy Visa
- Non-Immigrant Visa
- Tourist Visa
- Transit Visa

Number of Entries Requested _____

Mr. Mrs. Miss _____
First Name Middle Name Family Name (in BLOCK letters)

Former Name (if any) _____ Countries for which travel document is valid _____

Nationality _____ Proposed Address in Thailand _____

Nationality at Birth _____ Birth Place _____ Marital Status _____

Date of Birth _____ Name and Address of Local Guarantor _____

Type of Travel Document _____

No. _____ Issued at _____ Tel./Fax. _____

Date of Issue _____ Expiry Date _____ Name and Address of Guarantor in Thailand _____

Occupation (specify present position and name of employer) _____ Tel./Fax. _____

Current Address _____

Tel. _____ E-mail _____

Permanent Address (if different from above) _____

Tel. _____

Names, dates and places of birth of minor children (if accompanying) _____

Date of Arrival in Thailand _____

Traveling by _____ Flight No. or Vessel's name _____

Duration of Proposed Stay _____

Date of Previous Visit to Thailand _____

Purpose of Visit: Tourism Transit

Business Diplomatic/Official

Other (please specify) _____

Attention for Tourist and Transit Visas Applicants
I hereby declare that the purpose of my visit to Thailand is for pleasure or transit only and that in no case shall I engage myself in any profession or occupation while in the country.
Signature _____ Date _____

FOR OFFICIAL USE nr/na/fovcn1222/202

Application/Reference No. _____
 Visa No. _____
 Type of Visa:
 Diplomatic Visa Official Visa Courtesy Visa
 Non-Immigrant Visa Tourist Visa Transit Visa
 Category of Visa: _____
 Number of Entries:
 Single Double Multiple ___ Entries
 Date of Issue _____ Fee _____
 Expiry Date _____
 Documents Submitted _____
 Authorized Signature and Seal _____

Voorbeeld van een formulier – Employment history

EMPLOYMENT HISTORY: (JOB HISTORY)

Present Or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason For Leaving: _____