

## **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

**CDN MALLS**

**KEY/CARD REQUISITION FORM**

**Employee details**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

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

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor name: Edith Hall

Request for:  key  \*access card

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

**Reason for request**

New employee  \*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 CDN Malls. Lost/stolen keys and cards must be reported to security immediately. Any duplication is strictly prohibited.**

Employee Signature: Sally Smith Date: Jan 16, 2016

Supervisor Signature: Edith Hall Date: 16/1/2016

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For office use only.

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