

P2W Skills for Success

Activity Set 19: Forms



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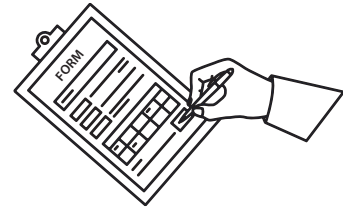
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19.1: Getting Started

What?

Workers use a variety of strategies to read and complete forms at work.



Why?

To record and share information

Who?

- ✓ Millwrights enter notes into work order forms to record details about repairs.
- ✓ Painters complete incident report forms to record information about accidents that occurred at work.
- ✓ Students complete job application forms to apply for summer jobs.

What's involved?

- Identifying audience and purpose
- Recognizing organizing features
- Interpreting headings, labels, legends and abbreviations to identify where and how information should be entered
- Entering information

How about you?



List some situations when you have completed forms.

1. _____

2. _____

3. _____

4. _____

5. _____

How comfortable are you using these skills?

I need a lot of practice

I'm very comfortable

1

2

3

4

5

6

7

8

9

10

19.2: Scenario

Read about what Caroline does during her first day on the job, then answer the questions below.



Caroline at Work

Caroline recently completed training as a heavy equipment operator. She is very excited to start her first job at Straight Line Construction.

On her first day, she went on a tour of the job site and met her co-workers and supervisor. The human resources manager carried out a new worker orientation, telling Caroline how to report her work hours, who to call when she is unable to work and what to do if she is injured at work. The HR manager gave Caroline an employee handbook so she can learn more about the company, its policies and the procedures she should follow.

Now she has some paperwork to complete. She needs to fill out these forms:

- Sign her employment contract. The contract includes information about the job (title, department), her work schedule, length of employment, compensation, responsibilities and termination conditions
- Fill in an employee information form with her name, contact information and emergency contact details
- Fill in a direct deposit application form with her bank account details so the company can deposit her wages directly into her account
- Fill in a personal tax credits return form, a government document that is used to determine how much tax will need to be deducted from her pay

Let's Talk!

- What are the four documents Caroline is working through?
- In which document should Caroline enter information about who to contact in case of an emergency?
- Which document identifies what the company expects her to do at work?
- What do you think Caroline should do if she has any questions about a form?
- What do you think might happen if the information entered in a form is unclear or inaccurate?

19.3: Employee Information Form A

Employee Information	
Note: The information you provide on this form is used in the event of illness or accident. Employee Information forms are kept on file in the Human Resources department and are strictly confidential.	
First Name CAROLINE	Last Name BOCHMANN
Address 146 SPRING ST. APT. 3022	
City, Province OTTAWA, ON	Postal Code K1P 2C4
Telephone: 613-555-0909	Alternate Telephone: 613-555-8448
Emergency Information	
Health Card Number: 543-087 JK 861	Emergency Contact Name: NEIL O'CONNOR
Emergency Contact Telephone: 613-555-7321	Relationship to employee: SPOUSE
I understand that should any of the above information change, I am required to forward it to the Human Resources department.	
Employee Signature: Caroline Bochmann	
Date: February 16, 20__	

19.3: Employee Information Form A

Read the employee information form, then answer the questions below.

1. What is the last name of the employee?

2. What city does the employee live in?

3. What is the employee's primary telephone number?

4. What is the name of the employee's emergency contact?

5. What is the employee's relationship to Neil O'Connor?

6. On what date did the employee complete this form?

7. Where is this form kept once it has been completed?

19.4: Strategies for Interpreting Forms

Read the strategies below, then answer the questions.

When you encounter unfamiliar forms at work, there are a few strategies you can use to understand them. Forms are organized using similar structures and styles.

- Read the title first. From the title you can usually guess the purpose of the document and what kind of information it requires. Sometimes you can google the title of the form and get instructions on how to fill it out.
- Read instructions carefully before completing forms or questionnaires.
- Look at headings or separate sections in order to understand the different sets of information required.
- Check to see if there are any sections that you should NOT fill out – for example sections that say “for office use only” or sections that are highlighted in grey.
- Look for changes in the letters such as size, bolding, italics or highlights that are used to show special kinds of information.
- Look for characters or symbols used to provide special instructions, for example: * (asterisks).
- Look at any units that are used (cm, km, ft, lbs, kg, hrs) to understand what information is expected in the blank.
- Look for any other symbols, like number signs, that tell you the type of information required.
- Look for any sections that are formatted differently and require different information.
- Ask questions if you do not understand.

Let's Talk!

- Have you ever encountered an unfamiliar form? What did you do?
- Which of the strategies above do you think could have helped you?

19.5: Employee Information Form B

Complete the following form as if you were a new employee.

Employee Information Form		
Please complete this form and return to:		Saint John Office Email: p.harvey@sunshores.ca
Last Name		First Name
Address		City or Town
Postal Code	Tel.	Prov/Terr.
Employer		Position/Job Title
Days of work (circle all that apply)		Hours of work
M T W Th F S S		From: AM/PM To: AM/PM
Email Address		Cell Phone Number ()
Emergency Contact	Name _____	
	Relationship _____	
	Telephone number ()	

19.6: Hazard Report Form

This is an example of a hazard report form, used to document any hazardous conditions in the workplace.

DOLMIN Steel Hazard Report

It is the responsibility of every Dolmin employee to report any hazards they encounter in the workplace. Please complete this form when you see a hazard and submit it to your line supervisor. The supervisor will take whatever action is necessary to correct the hazard and will document the correction on the bottom half of this form.

TO BE COMPLETED BY EMPLOYEE:

Reported by	<i>Jim Linahan</i>
Today's date	<i>January 3, 20__</i>
Location of hazard	<i>Cutting machine, plant #1</i>
Description of hazard	<i>Pool of oil has collected under pedal of cutting machine – very slippery. This is the second time I've seen this happen in the last month.</i>

TO BE COMPLETED BY SUPERVISOR

Reported by	K. THOMPSON
Location of hazard	01/05/20__
Description of hazard	LEAK ON MACHINE HAS BEEN REPAIRED AND OIL POOL CLEANED WITH SOLVENT. SHOULD NOT OCCUR AGAIN.

Kathy Thompson

Line Supervisor

Y. Chang

Safety Committee Representative

19.6: Hazard Report Form

Read the hazard report form, then answer the questions below.

1. Who completes the top half of the form?

2. Who completes the bottom half of the form?

3. Who signs the form?

a)

b)

4. On what date was the hazard reported?

5. On what date was the hazard corrected?

6. What is the name of the employee who reported the hazard?

7. Where was the hazard located?

19.7: Safety Inspection Form

Carry out an inspection in a building you have access to. Record your observations in the form below.

Building Inspection Checklist			
Name(s):		Date:	
Items	Yes	No	Comments
1. Are emergency exits clearly marked?			
2. Are paths to emergency exits clear?			
3. Are there working fire extinguishers?			
4. Do electrical outlets have cover plates?			
5. Have floors been swept or vacuumed?			
6. Are floors slippery or wet?			
7. Is there loose carpeting or rugs?			
8. Are hallways clear and unblocked?			
9. Are stairways well lit?			
10. Do stairways have handrails?			
11. Is there adequate space around furniture?			
12. Are wastebaskets placed properly?			
13. Are there sharp edges on desks or cabinets?			
14. Are storage shelves overloaded?			
15. Are washrooms clean?			
16. Do washrooms have enough supplies (e.g., soap, toilet paper)?			
17. Are food preparation areas clean?			
18. Are all lights working?			

19.8: Example Forms

Review the three forms provided by the instructor, then answer the questions below.

1. Use the strategies on **19.4: Strategies for Interpreting Forms** to help you understand each form.
2. Answer the following questions about each form:

	Form A	Form B	Form C
a) Who completes this form?			
b) What information is required?			
c) What questions do you have about the form?			