

## Instructions for filling in FW Thorpe Application Form (Word Version)

**FW Thorpe Plc**

**APPLICATION FOR EMPLOYMENT**

**CONFIDENTIAL**

Which company within the F.W. Thorpe Group are you applying to for employment?

THORLUX    
 COMPACT    
 MACKWELL    
 PHILLIP PAYNE    
 SUGG

**Personal Details**

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Surname: <span style="border: 1px solid grey; padding: 2px;">Smith</span>	Title: <span style="border: 1px solid grey; padding: 2px;">Mr</span>	Address: <span style="border: 1px solid grey; padding: 2px;">Merse Rd, North Moons Moat</span>
Forenames: <span style="border: 1px solid grey; padding: 2px;">John</span>	Address line 1: <span style="border: 1px solid grey; padding: 2px;">Redditch</span>	
Maiden name: <span style="border: 1px solid grey; padding: 2px;">N/A</span> <small>(if applicable)</small>	Address line 2: <span style="border: 1px solid grey; padding: 2px;">Worcetsershire</span>	
Sex: <span style="border: 1px solid grey; padding: 2px;">Male</span>	Date of Birth: <span style="border: 1px solid grey; padding: 2px;">27/10/1977</span>	Address line 3: <span style="border: 1px solid grey; padding: 2px;"> </span>
Nationality: <span style="border: 1px solid grey; padding: 2px;">British</span>	Post Code: <span style="border: 1px solid grey; padding: 2px;">B98 9HH</span>	
Marital Status: <span style="border: 1px solid grey; padding: 2px;">Single</span>	No. of Children: <span style="border: 1px solid grey; padding: 2px;">0</span>	Home telephone number: <span style="border: 1px solid grey; padding: 2px;">01527 583200</span>
		Mobile Telephone number: <span style="border: 1px solid grey; padding: 2px;">0777583200</span>
		Business telephone number: <span style="border: 1px solid grey; padding: 2px;">01527 583200</span> <small>(if we may ring you there)</small>

Please double click on any of the form fields that are marked with a grey box

**Text Form Field Options** ? X

Text form field

Type:	Default text:
<span style="border: 1px solid grey; padding: 2px;">Regular text</span>	<span style="border: 1px solid grey; padding: 2px;">Smith</span>
Maximum length:	Text format:
<span style="border: 1px solid grey; padding: 2px;">Unlimited</span>	<span style="border: 1px solid grey; padding: 2px;"> </span>

Run macro on

Entry:	Exit:
<span style="border: 1px solid grey; padding: 2px;"> </span>	<span style="border: 1px solid grey; padding: 2px;"> </span>

Field settings

Bookmark: Text4

Fill-in enabled

Calculate on exit

Add Help Text...
OK
Cancel

Fill in your details in the default text field then press ok.

Some of the fields will involve checking a box rather than filling text:

The screenshot shows a dialog box titled "Check Box Form Field Options". It has several sections: "Check box size" with radio buttons for "Auto" (selected) and "Exactly:" (with a "10 pt" spinner); "Default value" with radio buttons for "Not checked" (selected) and "Checked"; "Run macro on" with "Entry:" and "Exit:" dropdown menus; and "Field settings" with a "Bookmark:" text box containing "Check2", a checked "Check box enabled" checkbox, and an unchecked "Calculate on exit" checkbox. At the bottom are "Add Help Text...", "OK", and "Cancel" buttons.

Select the default value as checked then press ok.

Some fields on the form are just text boxes, please just click on them and start typing in order to fill them in:

The screenshot shows a form with two sections. The "LANGUAGES" section has a question "Are you conversant in any foreign language?" with "YES" and "NO" radio buttons. Below it is a text box with the placeholder "If YES, give details of fluency etc". The "INTERESTS" section has a question "Please give brief details of your achievements, hobbies, pastimes, sports etc." followed by a large text area containing the word "Hello".

Repeat the above processes throughout the form to complete and then email to [julie.laman@thorlux.co.uk](mailto:julie.laman@thorlux.co.uk).