



languageiseverything

Linguist application form

Name

Thank you for applying to be part of our interpreting and translation team to work with us as a freelance linguist. In order to process your application we would be grateful if you could complete this form.

Our aim is to offer our customers an excellent service by being the best in the business, and by using the best possible linguists and best customer service staff we can achieve this. By carefully selecting the people we want to work with us we will then be able to deliver this excellent service.

What we need;

Essential

- ▶ UK based interpreters
- ▶ **Evidence of Eligibility to work in UK on a freelance basis**
- ▶ Have at least **one** of the following;
 - ▶ Level 3 Community Interpreting Certificate
 - ▶ Diploma in Public Service Interpreting (DPSI)
 - ▶ Member of the National Register of Public Service Interpreters (NRPSI)
 - ▶ Academic qualification e.g. Degree-level qualification in languages which must include modules relating to written translation and interpreting. Acceptable qualifications include but are not limited to: BA, MA, Ph.D. MS etc.
 - ▶ Member of the Institute of Linguists (IoL)
 - ▶ Member of the Institute of Translation and Interpreting (ITI)
 - ▶ Diploma in Translation (DipTrans)
 - ▶ National Register of Communication Professionals (NRCPD)
 - ▶ Association of Sign Language Interpreters (ASLI)
- ▶ You must hold a minimum 'basic disclosure' Certificate less than 6 months old or be willing to apply for one and evidence the outcome prior to being offered work opportunities with us. Higher and other disclosure level certificates are also acceptable e.g.

- **Disclosure Scotland:**
 - Basic
 - Standard
 - Enhanced
 - Enhanced with lists check
 - PVG Scheme Record
 - PVG Short Scheme Record
 - PVG Scheme Membership Statement
- **Disclosure & Barring Service**
 - Basic
 - Enhanced
- **Police Clearances**
 - NPPV2 or 3
- **Disclosure Northern Ireland**
 - Basic
 - Enhanced

NOTE: Disclosure Scotland PVG = The Protecting Vulnerable Groups membership scheme

8 D054 V002 Jun 18

languageiseverything

- ▶ To apply for a basic Disclosure and Barring Service (DBS) check to get a copy of your criminal record, available for people living or working in England and Wales, go to: www.gov.uk and search Basic Checks.
- ▶ Email and internet access
- ▶ Mobile phone and or landline telephone

Language is Everything cannot accept an interpreting course attendance certificate as a qualification.

Desirable

- ▶ Landline for telephone interpreters
- ▶ Specific knowledge and experience of specialist areas i.e. law, mental health, child protection, medical etc.
- ▶ UK bank account

We are also asking you to send us copies of your certificates and other documentation. We will accept photocopies of original documents; please do NOT send us the original documents at this stage of your application.

Please use the checklist below to make sure you have included all the necessary information.

Checklist (please tick the boxes)

Which service are you qualified in and applying for? (Please tick one or more boxes)	<input type="checkbox"/> Telephone interpreting
	<input type="checkbox"/> Face to face interpreting
	<input type="checkbox"/> Written translation
Have you completed the following sections of the application form?	<input type="checkbox"/> Your e-mail address
	<input type="checkbox"/> Your languages
	<input type="checkbox"/> Names and addresses of two organisations you have worked for as a linguist
Have you enclosed each of the following documents?	<input type="checkbox"/> Photocopy of your passport ID
	<input type="checkbox"/> If you are not a British national please provide evidence of your immigration status
	<input type="checkbox"/> One passport photograph of head and shoulders
	<input type="checkbox"/> Copies of certificates/qualifications
	<input type="checkbox"/> Disclosure and Barring Service Certificate
Have you enclosed evidence of your qualifications?	<input type="checkbox"/> Other written evidence

Personal details

Please note that we require a certified copy/original of some personal photographic identification, for example a driving license or passport. If you are not a British national please submit evidence of your immigration status. We also require a passport-sized photograph, this should be head and shoulders on a plain background.

We will keep personal information on freelance consultants and provide such information only on a need to know basis as and when required. All freelance linguists have a right to inspect such information and, if necessary, to require corrections should such records be faulty. By submitting this application form, or by signing a freelance consultancy agreement, you expressly agree to our retaining such information. **If your application is rejected, we will not retain any of your personal information.**

Title	
Surname	
First names	
Permanent address	
Post code	
Home telephone	
Home fax number	
Mobile telephone	
E-mail address	
National Insurance number	
VAT number (if registered)	
Date of Birth	
Are you in the UK on a Student Visa?	
Do you have your own transport?	

Nationality	
Mother tongue	
What languages are you 'qualified' to interpret or translate?	

languageiseverything

Tick this box to confirm you have no medical problems that may affect your work. If you cannot tick this box, please specify	<input type="checkbox"/>
Are there any specific areas in which, as a linguist, you would prefer not to work? Please list them in order of priority. (As an example, sexual health, migration trauma and mental health.)	1. 2. 3. 4.

	Yes	No	If yes, please specify
Have you ever been convicted of a criminal offence in the UK or elsewhere (please tick)?			
Is there any criminal charge outstanding against you, in the UK or elsewhere (please tick)?			

Bank details

Bank Name	
Bank Address	
Sort Code	
Account Number	
Name on Bank Account	

We will make payments directly to your account by BACS within 60 days of receiving your completed timesheet for the assignment. All timesheets must be returned electronically on the same day of the completed assignment.

Experience and Qualifications

Interpreters must be members of the National Register of Interpreters OR hold a Diploma of Public Service Interpreting OR be able to prove they have 1,000 plus hours interpreting experience or hold a Level 3 Community Interpreting Certificate. Please note that certain BSL assignments will be restricted to RSLI.

Translators must be members of the Institute of Linguists OR Institute of Translation and Interpreting OR hold at least a university degree in translation in the relevant language.

Which services are you qualified to provide?

<i>Service</i>	<i>Languages & qualification</i>	<i>Certificate enclosed? (Please tick)</i>
Telephone interpreting		
Consecutive (face to face) interpreting		
Simultaneous (conference) interpreting		
Written translation		
Voice-over recording		
Video interpreting		
Sign language (please specify)		
Qualifications and memberships of professional organisations		
Do you have any specialist qualifications?		

Please remember to enclose copies of your certificates or other written evidence.

Experience and qualifications (continued)

Please provide a brief summary of your professional experience.

Experience and qualifications (continued)

We believe that 'cultural insight' is a critical requirement for interpreters and translators. Please can you provide a brief summary of your experience of living and working in the UK and other countries?

languageiseverything

References

Please provide names, e-mail addresses, postal addresses, telephone and fax numbers of two organisations you have previously worked with as a linguist and who would be willing to provide us with a reference.

Organisation No1

Organisation No2

By completing and signing this application I authorise Language is Everything to hold, check and retain the information provided in the application including my personal details, contact details and such other relevant information supporting the application as may be permitted by GDPR 2018. I further acknowledge that Language is Everything retain the right to decline to offer me any work opportunities without the need to explain the reason for that decision.

Full Name	
Signed	
Date	

Please return this form together with all documents requested to:

Email: **hello@languageiseverything.com**

Post: **Language is Everything Ltd, 65 Castle Street, Hull HU1 1SD**

Fax: **01482 424 111**