

## 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
- ▶ **Eligible 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)
  - ▶ Degree-level qualification in translation or interpreting
  - ▶ Member of the Institute of Linguists (IoL)
  - ▶ Member of the Institute of Translation and Interpreting (ITI)
  - ▶ Diploma in Translation (DipTrans)
  - ▶ Evidence of 1,000 hours experience
  - ▶ National Register of Communication Professionals (NRCPD)
  - ▶ Association of Sign Language Interpreters (ASLI)
- ▶ Hold a DBS Certificate less than 6 months old or are willing to carryout one
- ▶ Email and internet access
- ▶ Mobile phone

#### ***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.

8 D054 V001 May 18

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   |
| Have you enclosed evidence of your qualifications?                 | <input type="checkbox"/> Disclosure and Barring Service Certificate   |
|  | <input type="checkbox"/> Other written evidence   |

|           |  |
|-----------|--|
| 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**

## 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? |  |

|  |  |
|--|--|
| 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.) | <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> |

|   | Yes | No | <i>If yes, please specify</i> |
|---|-----|----|-------------------------------|
| 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 &amp; qualification</i> | <i>Certificate enclosed?<br/>(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.

A large, empty rectangular box with a thin black border, intended for the user to provide a brief summary of their 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?

## 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.