

# languageiseverything

Linguist application form (PMF 24)

Number

Thank you for applying for work with us as a freelance linguist. In order to process your application we would be grateful if you could complete this form.

Please note that this form must be returned to us by:

Date

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 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"/> IT questionnaire
	<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
	<input type="checkbox"/> If you are not a British national please provide evidence of your immigration status
	<input type="checkbox"/> One passport photograph
	<input type="checkbox"/> Copies of certificates
Have you enclosed evidence of your qualifications?	<input type="checkbox"/> CRB disclosure
	<input type="checkbox"/> Other written evidence
Signed	
Date	

Please return this form together with all documents requested to:  
Language is Everything Ltd, World Trade Centre 48 Queen Street Hull HU1 1UU.

## Personal details

Please note that we require a copy 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.

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	
Are you qualified to interpret or translate in any other language combinations?	

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 you or have you been a member of any political or religious party which may affect your professional objectivity? (Please specify)	

	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)?			

New linguists wishing to work with us as an interpreter must have an Enhanced Criminal Records Bureau check that is no more than six months old. If you cannot provide a copy of this, we will need to apply for an Enhanced CRB check on your behalf. Subject to your application, a charge of £60.00 will be made. (This includes the CRB fee plus an administration fee.)

## 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 completing an 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. Please note that certain BSL assignments will be restricted to MRSLI interpreters.

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

### Which services are you qualified to provide?

<i>Service</i>	<i>Languages &amp; 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 language)		

Qualifications and memberships of professional organisations		
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Do you have any specialist qualifications?		
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*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 other countries?

A large, empty rectangular box with a thin black border, intended for the user to provide a brief summary of their experience of living and working in 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.

## IT questionnaire

All our interpreters and translators must have access to the internet and be contactable by e-mail.

What type of computer do you have?	<input type="checkbox"/> PC <input type="checkbox"/> Mac
Which software do you have access to?	<input type="checkbox"/> Microsoft Office <input type="checkbox"/> Trados <input type="checkbox"/> Word for Windows <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Microsoft Publisher <input type="checkbox"/> Adobe PageMaker <input type="checkbox"/> Adobe Acrobat <input type="checkbox"/> Adobe PhotoShop <input type="checkbox"/> Adobe Illustrator <input type="checkbox"/> Quark Express

Which anti-virus software do you use?	<input type="checkbox"/> Tick this box to confirm you download updates on a daily basis.
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*Please note that if you allow your anti-virus subscription to expire, or if you do not download updates regularly, you will be ineligible to work with us.*

Please list any other software you normally use	
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Please list any non-Roman fonts that you normally use for written translations.	
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Please note that for written translations, we will specify the file format required for each assignment. This will be one of the following file extensions.

*Text*

RTF, UNICODE, HTML, WPERFECT 5 & 6, WORD 4-5.1 FOR MAC, WORKS 3 & 4, QXD, PM, DOC, XL, PPT, OBD, MDB, HTM, DOT, XLT, POT, OBT, PUB

*Graphic*

PSD, PDD, BMP, GIF, EPS, DCS, TIFF, FLM, JPG, JPE, PDF, AL, PCD, PCT, PIC, PXR, PNG, RAW, SCT, TGA, VDA, ICB, VST