

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 of interpreting
 - ▶ 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 carry out one
- ▶ Email and internet access
- ▶ Mobile phone
- ▶ UK bank account

Desirable

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

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.

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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 for reference purposes

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
	<input type="checkbox"/> Disclosure and Barring Service Certificate

Have you enclosed evidence of your qualifications?	<input type="checkbox"/> Interpreting qualification certificates
	<input type="checkbox"/> Specialist subject matter certificates
	<input type="checkbox"/> Other written evidence

Full Name	
Signed	
Date	

Please return this form together with all documents requested to:

Email: **alison@languageiseverything.com**

Post: **Alison Devlin, Language is Everything, 80a Church Street, London. NW8 8ET**

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 (Mr/Mrs/Miss/Dr) etc	
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?	

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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	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	

For face-to-face work, we will make payments directly to your account by BACS within 60 days of receiving your completed timesheet for the assignment.

For telephone interpreting, the work undertaken is automatically transferred to the payment system and is paid within 30 days.

Experience and Qualifications

Interpreters must hold one of the following qualifications:

- Diploma of Public Service Interpreting
- Certificate in Community Interpreting (9 credits at level 3)
- Masters Level Degree in Linguists

OR

- Be able to prove they have 1,000 plus hours interpreting experience

OR

- Be a member of the National Register of Interpreters

Please note that certain BSL assignments will be restricted to RSLI.

Written 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?

Service	Languages & qualification	Certificate enclosed? (Please tick)
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 subject matter qualifications? Eg Medical degree, Law degree, Engineering degree		

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 II)

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.

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Source of Referral

Please state the name of the person referred you to us as they may be eligible for a referral reward if your application is successful and you accept work from Language is Everything.

Referrers first names	
Referrers surname	