

# INTERPRETER/TRANSLATOR APPLICATION FORM

Global Translation Services  
470 Witton Road  
Aston  
Birmingham  
B6 6SN  
☎ 0121 686 2957 ☎ 0121 240 8299

## PERSONAL DETAILS

**Title:** Mr Mrs Miss Ms Dr Other \_\_\_\_\_ **(Please state)**  
**(please circle)**

Date of Birth:	Place of Birth:
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First Name:	Surname:
Address:	
Post Code:	
Telephone Number:	Mobile Number:
Fax Number:	E-mail:

Gender (Male/Female):	Mother Tongue Language:
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**WHICH POST ARE YOU APPLYING FOR? (please tick relevant box)**

- Interpreter
- Translator
- Telephone Interpreter
- BSL

**PLEASE LIST ANY OTHER LANGUAGES YOU SPEAK FLUENTLY**


***Complete this section if you are applying for the Interpreter post ONLY***

1. **DO YOU HAVE A FULL DRIVING LICENSE? (applicable to Interpreters ONLY)**  
 Yes ?                      No ?
  
2. **ARE YOU DPSI QUALIFIED? (Diploma Public Service Interpreting)**  
 Yes ?                      No ?                      **(if yes please attach copies of qualifications)**
  
3. **DO YOU HAVE A WORK PERMIT?**  
 Yes ?                      No ?                      **(if yes please attach a copy of your work permit)**
  
4. **DO YOU HOLD A VALID DBS CHECK?**  
 Yes ?                      No ?                      **(if yes please attach a copy of your disclosure certificate)**

**LINGUIST QUALIFICATION (please tick relevant box)**

- Community Interpreting Level 1     Community Interpreting Level 2     Community Interpreting Level 3     DPSI Health     DPSI Law     DPSI Local Government     Metropolitan Police Test     IOL Bilingual Skills Certificate     UKBA Test     BA Interpreting  
 MA Interpreting     BA Translations & Interpreting     MA Translations & Interpreting  
 BA Translations     MA Translation

**PROFESSIONAL MEMEBERSHIPS**

- APCI     ASLI     IIC     IOL     ITI     NRCPD     NRPSI     Proz     UKBA

**SPECIALIST AREAS (please list, for example, health, law local government etc)**

1.	5.
2.	6.
3.	7.
4.	8.

**TECHNICAL RESOURCES (please tick relevant box for Translators ONLY)**

Word		JPEG		Other (please state below)
Excel		GIF		
Power - Point		Fax		
PDF		P.C.		

**Complete this box if you are applying for the Interpreter post ONLY  
AVAILABILITY**

Monday	am	pm
Tuesday	am	pm
Wednesday	am	pm
Thursday	am	pm
Friday	am	pm

**REFEREES (please give two contact details of your referees)**

Name	
Organisation	
Address	
Tele No.	

Name	
Organisation	
Address	
Tele No.	

GTS must ensure that all interpreters contracted through our company who carry out any interpreting assignments must have as a minimum the following vaccinations:

	Yes	No
Rubella	<input type="checkbox"/>	<input type="checkbox"/>
Varicella	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>

**ANY OTHER INFORMATION (please state any other information you feel will support your application)**

**CONFIDENTIALITY AGREEMENT:**

If you are selected to work for Global Translation Services as freelance Interpreter/Translator, you will be required to abide by our confidentiality agreement. Please sign the agreement below.

I, the undersigned, undertake that I shall not disclose to a third party any information or part of it which I may acquire in the course of the performance of services for Global Translation Services. I have read and understand the code to good practice and will follow these guidelines at all times. I am aware that if I fail to follow these guidelines my position with Global Translation Services will be affected.

**Date:**\_\_\_\_/\_\_\_\_/\_\_\_\_      **Print Name:**\_\_\_\_\_      **Signature:**\_\_\_\_\_