

VITS **LanguageLink**

APPLICATION FOR CONTRACT INTERPRETING & TRANSLATING ASSIGNMENTS

IMPORTANT

- * Please read the contents of this form carefully before completion. Please answer all questions.
- * This application and documentary evidence should be sent to:

**VITS LanguageLink
1st Floor, 371 Spencer Street,
Melbourne Vic 3000
Telephone (03) 9280 1941**

Documentary Evidence in Support of This Application

- # Evidence of NAATI accreditation (Certificate or letter of accreditation)
- # Certified copies of all relevant professional qualifications documentation (Degrees, Diplomas etc.)
- # Other documents considered appropriate by the applicant
- # Certified copies of security clearances (Police Check and/or Working with Children Check)

APPLICATION DETAILS

1. **Ms, Mrs, Mr, Dr, etc.** _____ (please specify)

Family Name (Please Print) _____

Given Names (Please print) _____

2. **Sex** (male or female) _____

Date of Birth _____ / _____ / _____ (DD/MM/YYYY)

3. **Residential Address:** _____

_____ Postcode: _____ State: _____

Postal Address: (where you would like your mail directed)

_____ Postcode: _____ State: _____

Telephone No: (BH) _____ (AH) _____

Mobile: _____

Email address: _____

4. Place of Birth: _____ (Please specify town & country)

5. **ELIGIBILITY TO WORK IN AUSTRALIA**

Are you a permanent resident of Australia? _____

Are you an Australian Citizen? _____

Years of residence in Australia? _____

What year did you migrate to Australia? _____

If you are a holder of a temporary entry visa for Australia,
do you have permission to work in Australia? _____

EDUCATIONAL DETAILS

6. SECONDARY EDUCATION

Name of Institution: _____

Location (Country) of Institution: _____

Period of Study: From: _____ To: _____

Course completed? **Yes** or **No** (Please circle)

Title or Certificate received (i.e. Higher School Certificate, Diploma Secondary Education etc.)

Did you study a language(s), If so, please specify:

i) _____ ii) _____

7. TERTIARY EDUCATION

Name of Institution: _____

Location (Country) of Institution: _____

Faculty: _____

Period of study: From: _____ To: _____

Course completed? **Yes** or **No** (Please circle)

Degree/Diploma Received: _____

Language(s) studied:

i) _____ ii) _____

iii) _____ iv) _____

If the above study was language specific or language profession specific (i.e. BA Degree in Interpreting & Translating or a Language based Degree) please complete the following details:

Does the Degree have NAATI Accreditation? _____

If yes, what level of:

NAATI Accreditation: _____ Language: _____

NAATI Accreditation: _____ Language: _____

NAATI Accreditation: _____ Language: _____

**DETAILS OF NAATI ACCREDITATION
FOR CONTRACT INTERPRETING ONLY**

10. NAATI Applicant Number: _____

Please indicate on the table below the highest NAATI level reached, the languages and whether accreditation was achieved by:

- a) Completion of a NAATI accredited course
- b) Recognition of overseas qualifications as an Interpreter
- c) Successfully passed a NAATI administered test
- d) NAATI recognition in rare language(s) not tested by NAATI

INTERPRETING ACCREDITATION ONLY

LANGUAGE English plus second language	NAATI LEVEL Insert NAATI Level	Method of Accreditation Insert A, B, C or D

If you interpret in languages currently not tested by NAATI, please complete the following:

	A=Fluent	B=Good	C=Satisfactory	D-Poor
LANGUAGE	Understanding	Reading	Writing	Speech

11. Please outline your experience in the area of Interpreting.

EXPERIENCE IN AUSTRALIA (ONLY IN BRIEF POINTS)

EXPERIENCE OVERSEAS (ONLY IN BRIEF POINTS)

**DETAILS OF NAATI ACCREDITATION
FOR CONTRACT TRANSLATING ONLY**

12. NAATI Applicant Number: _____

Please indicate on the table below the highest NAATI level reached, the languages and whether accreditation was achieved by:

- a) Completion of a NAATI accredited course
- b) Recognition of overseas qualifications as an Interpreter
- c) Successfully passed a NAATI administered test
- d) NAATI recognition in rare language(s) not tested by NAATI

TRANSLATION ACCREDITATION ONLY

LANGUAGE INTO (i.e. English into Arabic, Maltese into English etc)	NAATI LEVEL Insert NAATI Level	Method of Accreditation Insert A, B, C or D

If you Translate in languages currently not tested by NAATI, please complete the following:

	A=Fluent	B=Good	C=Satisfactory	D-Poor
LANGUAGE	Understanding	Reading	Writing	Speech

13. Please outline your experience in the area of Translating.

EXPERIENCE IN AUSTRALIA (ONLY IN BRIEF POINTS)

EXPERIENCE OVERSEAS (ONLY IN BRIEF POINTS)

KEYBOARD SKILLS AND SYSTEM FACILITIES

14. Do you have keyboard skills? **Yes ()** **No ()**

15. Do you have access to a computer **Yes ()** **No ()**

If yes, what type and compatibility:

Macintosh ()

Microsoft Windows PC()

16. Have you installed a Foreign Language Software package for your language(s) of translating (other than English)?

Please list the package(s) you have access to via the above identified computer system:

17. Please specify which Desk Top Publishing programme you have access to via your computer software packages:

18. Please specify what printer facility you have:

1200dpi laser printer () 600dpi standard laser printer ()

Laser quality printer () Dot Matrix printer ()

Other, please specify: _____

CONTRACT & OR OTHER EMPLOYMENT DETAILS

18. Are you self-employed as a freelance Interpreter and or Translator? _____

If you are self employed please specify:

Registered Business Name:

(If you do not have a registered business name and you are working under your personal name in place of a business name, please insert your name accordingly)

OR

Registered Company Name:

Are you incorporated? _____

Please provide your ABN (Australian Business Number) _____

Are you registered for GST: _____

20. Please list the name(s) of agencies or employers for whom you provide Interpreting and or Translating Services, either as a contractor or a full time or casual employee.

	AGENCY DETAIL (Name & Address)	TYPE OF ENGAGEMENT (Contract, Employee, Casual)	POSITION (Interpreter etc)
i)	_____ _____ _____	_____ _____ _____	_____ _____ _____
ii)	_____ _____ _____	_____ _____ _____	_____ _____ _____
iii)	_____ _____ _____	_____ _____ _____	_____ _____ _____
iv)	_____ _____ _____	_____ _____ _____	_____ _____ _____

