



**APPLICATION FOR CONTRACT
INTERPRETING & TRANSLATING ASSIGNMENTS WITH
VITS LANGUAGELINK**

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

APPLICATION DETAILS

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

Family Name (Please Print) _____

Given Names (Please print) _____

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

3. **Residential Address:** _____

_____ Postcode: _____ State: _____

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

_____ Postcode: _____ State: _____

Telephone No: (BH) _____ (AH) _____

Mobile: _____

Email address: _____

4. **Date of Birth:** _____

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)	_____ _____ _____	_____ _____ _____	_____ _____ _____

POLICE CHECK – WAIVER



Due to the sensitive nature of the matters in which Interpreters and or Translators are frequently involved, all Interpreters and Translators undertaking assignments for VITS LanguageLink are required to undertake Victoria Police Clearance Checks. The only information given to Victoria Police is your name, address and date of birth. Failure to comply with this condition will result in your application for Contract Interpreting and or Translation Assignments being rejected.

I, _____
Given Name Family Name (Surname)

Date of Birth

Do solemnly certify that I am the applicant named in this form and all the details herein provided by me are true and correct. I have read and understood the contents of this form.

I consent to a check of the records of Victoria Police and other Australian police forces and to the release of any other convictions, any matters still outstanding against me and any other matters deemed to be relevant which are recorded against my name. If applicable, I hereby authorize Victoria Police to obtain information from the Roads Corporation, which relates to my identity.

In consideration of Victoria Police releasing details of any convictions and other information recorded against my name, I hereby indemnify the State of Victoria, its servants and agents including all members of Victoria Police and VITS LanguageLink against all action, suits, proceedings, cases of action, costs, claims and demands whatsoever which may be brought or made against it or them by any body or person by reasons of or arising out of the release of any details of any findings of guilt, convictions and other information recorded against my name or purporting to either relate to or concern me.

Signature: _____

Print Name: _____

Date: _____

Address: _____

OFFICE USE ONLY

Date Received:

Date Police Check Returned: