



**BEACON
LANGUAGES**

Help with breaking language
barriers and resolving
communication problems

BEACON LANGUAGES

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APPLICATION FORM FOR SESSIONAL INTERPRETERS

Are you allowed to work in this country? Yes ☐ No ☐

Do you have a National Insurance Number? Yes ☐ No ☐

(A) PERSONAL DETAILS (to be completed by all applicants)

Surname (Dr / Mr / Mrs / Ms):

Other names:

Address:

..... Post code:

Nationality: Country of origin:

Mother Tongue:

Interpreting / translation language(s):

Contact numbers: (Home): (Work):

Mobile: Fax: Email:

(B) EDUCATION AND QUALIFICATIONS (please provide proof of your qualifications)

O levels/ GCSE's or equivalent (please write down the subjects)

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A levels or equivalent (please write down the subjects)

Degrees (please specify) (1)

(2)

(3)

Immigration Appellate Authority ☐

Languages:

Home Office Assessment ☐

Languages:

NVQ Level 2 / Level 3 in Interpreting ☐

Languages:

Bilingual Skills Certificate: Full certificate ☐ Letter of credit ☐

Languages:

Diploma in Public Service Interpreting: Full Diploma ☐ Letter of credit ☐

Languages:

Metropolitan Police Test: Full certificate ☐ Letter of credit ☐

Languages:

Diploma in Translation: Full Diploma ☐ Letter of credit ☐

Languages:

Other professional qualifications ☐ (please specify)

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(C) RELEVANT EXPERIENCE AND LANGUAGE PROFICIENCY**(1) Experience in interpreting:**

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Please list these languages:

Have you have any experience in conference level interpreting?

Yes ☐ No ☐

Have you attended any training in interpreting?

Yes ☐ No ☐

If yes, please give details and provide a copy of a certificate.

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(2) Experience in translation:

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Please list these languages:

Have you attended any training in translation? Yes ☐ No ☐

If yes, please give details

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(3) Language Proficiency (Write as appropriate e.g. native, fluent, good, average, fair, not at all)

language	speaking	reading	writing

(D) MEMBERSHIP OF PROFESSIONAL BODIES (please tick any box that applies)

Name of the professional body	Type of membership (Full, Associate, Interim, Student etc)	Registration No.
Institute of Linguists		
Institute of Translation & Interpreting		
Association of Police & Court Interpreters		
North-West Translators Network		
National Register of Public Service Interpreters		

Others, please specify:

(E) EMPLOYMENT & TRAINING HISTORY

(1) Paid employment you have had in the last 2 years (continue on a separate sheet if necessary).

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(2) Please list any unpaid or voluntary work you have done in the last 2 years that may support your application.

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(3) Training courses (other than interpreting and translation) you have completed in the past 2 years.

NAME OF COURSE

DATE COMPLETED

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(F) OTHER RELEVANT INFORMATION**(1) Other information:**Do you hold a current CRB check clearance? Yes ☐ No ☐ *(If yes, please send us a copy of the Clearance)*Do you already work as a police interpreter? Yes ☐ No ☐ *(If yes, please send us a copy of their letter)*Are you currently available to interpret during the day? Yes ☐ No ☐Would you be willing to interpret over the phone? Yes ☐ No ☐Would you be willing to interpret between 5pm to 8am? Yes ☐ No ☐**(2) Any other relevant information you would like us to know in support of your application?**

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(3) Details of Professional Indemnity Insurance (necessary for all translators and legal interpreters)

Name of the Insurance Company:

Policy number: Expiry date:

(G) REFERENCE**Reference information**

(NOTE: You must give details of at least two referees who are **not** friends or family. One of the referees **must** be you current/last employer and the other **must** be someone you have interpreted for). PLEASE COMPLETE ALL POSSIBLE DETAILS. FAILURE TO DO SO MAY RESULT IN DELAYS TO YOUR APPLICATION.

REFEREE 1	REFEREE 2
Name:	Name:
Company:	Company:
Address:	Address:
Tel:	Tel:
Fax:	Fax:
Email:	Email:
Occupational relationship:	Occupational relationship:
Employment dates:	Employment dates:

How did you come to know about the post?

Declaration: I confirm that to the best of my knowledge the information given on this form is accurate and that I have not omitted any fact which may have any bearing on my application for employment.

Signed: Date: