**Freelance Interpreter Application Form**

**Privacy statement**

The information recorded in this form will be stored electronically and used for first stage recruitment process only. All data will be kept in accordance with the Data Protection Act 2010/2018 and you have the right to access any information we hold on you. As part of the application process we will not share information about you with a third party. If you are unsuccessful your data will be safety destroyed after a six-month period in line with our retention policy.

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE: | FORENAME: | | SURNAME: |
| ADDRESS: ………………………………………………………………………………….…………………………………………….  ……………………………………………………………………………………………………..  POSTCODE: …………………………. | | | |
| TEL.No: | | MOBILE No: | |
| EMAIL ADDRESS: | | | |

|  |
| --- |
| Employment Status: Employed or Self-employed? |
| National Insurance No: |
| Tax Reference Code: |

|  |  |
| --- | --- |
| Nationality: | Date of Birth: |

**LANGUAGE(S)/DIALECT INFORMATION**

**Please give details below of all languages you can interpret and or translate**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language / Dialect(s)** | **Mother Tongue**  (please tick) | **Spoken**  (please tick) | **Written**  (please tick) | **Qualification** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please continue on a separate sheet if necessary.

Please give details of relevant qualification held

|  |  |  |
| --- | --- | --- |
| ***INTERPRETING QUALIFICATIONS.*** | | |
| **Interpreting Qualification & Subject area** (e.g. NVQ, D.P.S.I – Medical) GSCE / GCE / IELTS / TOEFL / Pitman Exam / Pearson English Test\* (\*delete as appropriate) | **Awarding Body for Qualifications** | **Grade Achieved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| ***EDUCATION AND QUALIFICATIONS*** | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employment in date order starting with the most recent**  **Please state all employment and account for any gaps***.*  Failure to do so may result in your application not being considered – particularly if you are applying for a job which is exempt from the Rehabilitation of Offenders Act 1974. | | | |
| Job Title;  Name of Employer and  Type of Business: | from | to | Brief summary of duties and reason for leaving (if applicable): |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **REFERENCES DETAILS** | |
| Please give the names and addresses of two people who would be willing to provide a reference concerning your application. One of the referees must be your current/last employer. | |
| Reference 1 | Reference 1 |
| Name  Address  Post Code  Email  Telephone  in what capacity does the referee know you? | Name  Address  Post Code  Email  Telephone  in what capacity does the referee know you? |

References will only be sought for successful candidates. Employment checks will be carried out prior to employment including DBS and right to work in the UK.

Please return completed application form by either post or email to address below

Wirral Multicultural Organisation: 111 Conway Street, Birkenhead, Wirral, CH41 4AF

Email: [info@wmo.org.uk](mailto:info@wmo.org.uk)

For further information, please contact The Translation and Interpretation Coordinator by email or by Telephone 0151 792 5116