

Interpreter Application Form

working with refugees to build new lives

1. Personal Details

Family name	
First name(s)	
Gender	<input type="radio"/> male <input type="radio"/> female
Address	
Post code	
Mobile tel number	
Daytime tel number	
Evening tel number	
Email address	

2a. Which languages/dialects do you speak?

(in order of fluency, not including English)

LANGUAGE	Native level	Fluent	Inter-mediate
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2b. In which of the above languages/dialects would you like to assessed?

Please note that we only assess candidates in languages for which we have a need

5. References

Please give details of two referees who you know in a professional capacity

Name of referee	Their position and relationship to you	Organisation name and address	Telephone number and email address

Declaration

I confirm that to the best of my knowledge the information given on this form is true and correct. I understand that giving false statements may invalidate my application.

Please note that an electronic signature is sufficient.

Signed

date

Availability

The majority of Refugee Action's need for interpreters is within office hours (8.30 am to 5.30 pm, Monday to Friday), mainly via telephone and sometimes face-to-face. Occasionally we need to be able to contact an interpreter outside of these hours.

Please indicate all the periods during which you are generally available:

	MON	TUES	WED	THUR	FRI	SAT	SUN
8.30 to 1pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1pm to 2pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2pm to 5.30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you available to interpret over a landline telephone?

yes no

Are you available to interpret on a mobile phone?

yes no

Are you available to interpret at your nearest Refugee Action office?

yes no

Please see http://www.refugee-action.org.uk/in_your_area for your nearest Refugee Action office)

Are you available to interpret in community venues near to your closest Refugee Action office?

yes* no

*If yes, how far are you willing to travel?

Out-of-Hours List

Refugee Action operates an emergency “out-of-hours” phone line which means that occasionally we need to be able to contact an interpreter in the middle of the night, or at the weekend.

Would you like to be on the out-of-hours list? yes no

Partner Agencies

Would you be happy for us to share your details with external agencies who may also wish to engage you as an interpreter on a freelance basis? yes no

Right to Work in the UK

It is an offence for Refugee Action to use your services if you are not entitled to work in the UK. In order for Refugee Action to comply with the law, you must produce in person one of the documents listed by the Home Office **before** starting work. Please see the document entitled ‘Eligibility to Work in the UK’ for further information.

Do you have the right to work in the UK? yes no

Self-Employed Status

Are you registered with HMRC as self-employed? yes no

If ‘yes’, what is your 10-digit Unique Tax Reference (UTR) number?

If ‘no’, please note that you must be registered with HMRC as self-employed before you can start interpreting for Refugee Action.

For more information please go to the HMRC web page:

<http://www.hmrc.gov.uk/working/intro/selfemployed.htm>

or call the HMRC Helpline on 0845 915 4515

Unfortunately, foreign nationals who are in the UK on a student visa are not permitted to apply for self-employed status, and are therefore unable to become interpreters for Refugee Action.

Please return your completed application form by email to Central Interpreting Services:

CIS@refugee-action.org.uk

Alternatively, you may return it by post to the following address:

Central Interpreting Services
REFUGEE ACTION
The Haven Community Centre
17 Lake Road
PORTSMOUTH
PO1 4HA