

Title:

First Name(s):

Surname:

Address:

Post code:

Date of Birth: Sex: Male/Female  
National Insurance Number:

Tel. Home: Work:  
Mobile No:  
Email Address:

Do you have your own transport? **Yes / No**

Do you require a work permit to work in the UK? **Yes / No**  
If yes, please provide details:

\*In accordance with the Asylum and Immigration Act (1996) Legal & General Language Services Ltd may require you to prove your eligibility to work in the UK.

Are you on the National Register of Public Service Interpreters? **Yes / No**  
If yes, please give your registration number below.

**Registration Number:**

Are you applying to register as: (Please circle one or both options)

**An Interpreter** **A Translator**

Do you have the IT software for the language(s) you wish to translate? **Yes / No**  
If yes, what is the name of the software?

Please state the language(s) you speak and/or write in addition to English. Use additional sheets if necessary.			
	<b>Language</b>	<b>Spoken Fluency Level</b> (eg, native/fluent/good)	<b>Written</b> (Please give language combinations, eg (language) into English, English into (language))
1	(Mother tongue)		
2			
3			
4			

<b>Education</b> Please give details of all qualifications obtained since leaving school including GCSEs.	
<b>Date</b>	<b>Qualification</b>

Are you a member of any professional bodies? **Yes / No**  
 If yes, please give details below and/or attach evidence.

Do you have any criminal convictions previous or pending? **Yes / No**  
 If yes, please provide all relevant details.

Do you have a current DBS (previously CRB) certificate? **Yes / No**  
 If yes, please attach a copy.

**Training.** Please provide details of any relevant interpretation /translation training that you have received.

**Employment History.** Please give your employment history including all interpretation /translation work whether paid or unpaid. Use extra sheets if necessary.

<b>Employer</b>	<b>Position</b>	<b>From</b>	<b>To</b>

**Other Information.** Please give below any other information which you think may support your application. Use extra sheets if necessary.

<b>Availability</b>						
<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
am	am	am	am	am	am	am
pm	pm	pm	pm	pm	pm	pm

<b>References</b>	
Please provide the names and addresses of two referees we may contact.	
Full Name:	Full Name:
Address:	Address:
Tel. No:	Tel. No:
Email:	Email:

**Declaration:-** The information which I have provided in this application form is true and accurate to the best of my knowledge and belief. I have read and understood the **Code of Conduct** and **Code of Ethics** provided by Legal & General Language Services Ltd. I accept them and will comply with them fully. I agree to provide interpretation and/or translation services on a freelance basis with my own professional indemnity insurance if needed and understand that I will be responsible for my own National Insurance contributions and income tax.

<b>Print Full Name</b>	<b>Date</b>	<b>Signature</b>

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<b>FOR OFFICE USE ONLY</b>		
1	Appl recd:	Appl acknowledged:
2	Referee 1 ref reqstd:	Referee 1 ref recd:
3	Referee 2 ref reqstd:	Referee 2 ref recd:
4	ID docs reqstd:	ID docs recd:
5	DBS (if applic) reqstd:	DBS recd:
6	Approved & added to LGMS:	