 ***Telephone:*** *+44 79 1504 7904*

***Email:*** *info@beespage.com*

***Web:***[*www.beespage.com*](http://www.beespage.com)

**INTERPRETER, TRANSLATOR AND TRANSCRIBER REGISTRATION FORM**

**OFFICE USE ONLY**

**I P No:**

**Date:** ………………………………………………………………..

**SECTION 1: CONTACT DETAILS**

**Name:** ...................................................................................................................................

**Company Name / Trading Name (if applicable):** ..................................................................

**Address:** ................................................................................................................................

...............................................................................................................................................

**Postcode:** .........................................

**Home telephone:** ....................................... **Mobile telephone:** .............................................

**E-mail:** ...................................................................................................................................

**SECTION 2: PERSONAL DETAILS**

**Title:** ..............................................................

**Surname:** ....................................................... **First name:** ................................................

**Date of birth:** ................................................. **NI number:** ...............................................

**Professional association memberships:** .................................................................................

**Website:** ................................................................................................................................

**Native language:** ....................................................................................................................

**Which languages do you interpret:** .........................................................................................

.................................................................................................................................................

**How many years of experience do you have:** ……………………………………………………………………..

**Will you be driving to jobs:** Yes No

Please select that all apply:

**What services do you offer?**

Translator Interpreter

Transcriber Sign Language Interpreter

Other (please specify)

**What is your specialisation?**

Legal Medical Technical Scientific

Conferences Tours Other (please specify)

**Availability:** Week Days

Days Hours From Until

Week Ends:

**Are you willing to travel nationally?** Yes No

**DETAILS FOR BANK (ELECTRONIC BANKING) PAYMENTS**

**Name of account holder:** ........................................................................................................

**Bank Name:** .............................................................................................................................

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

**Account No:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

**Sort code:**

**If building society, pleases state roll number:** ..........................................................................

**Signature:**

**SECTION 3: QUALIFICATIONS**

**Note:** All Bees Dialect Ltd interpreters will be required to have at least ONE of the qualifications listed below.

If the information on this form is subsequently found to be incorrect, you will be removed from the Bees Dialect register immediately without notification.

I have the following qualifications: (please tick those that apply)

Diploma in Public Service Interpreting

Diploma in Translation

Letter of Credit towards a DPSI

Level 2 Certificate

Level 3 Certificate

Metropolitan Police assessment

IAA / Home Office assessment

BA / BSc in Translation and/or Interpreting

MA / MSc in Translation and/or Interpreting

Language degree from a university (please give details below)

*............................................................................*

Other (please specify)

............................................................................

**REFERRALS**

Do you have any associates you would like to refer?

Full Name: ................................................................................................................................

Email: ................................................................... Contact No: ...............................................

**SECTION 4: STATEMENT**

I confirm that:

* There are no restrictions to my right to work in the United Kingdom
* I have attached a copy of my valid passport/driving license
* I am self employed
* I have professional indemnity insurance for translation / interpreting work
* I have attached a copy of my insurance cover note
* I have attached a copy of my valid DBS certificate
* I am responsible for paying my own income tax & N.I Contributions
* I have attached two recent passport size photographs
* My tax reference or UTR number: ....………………………………………………...........................

The information I have provided in Sections 1 to 4 of this form is accurate. I accept that it is my responsibility to notify **Bees Dialect** **Ltd** of any change that affects the accuracy of this information.

Please note that all our freelance interpreters and translators are responsible for their own Tax and National Insurance contributions and should at all times keep their own records of payments received. **Bees Dialect Ltd** will not be responsible for providing details of income relating to freelance work undertaken for us.

Signature:

Name (please print): ........................................................................................

Date: .................................................................................................................

Please upload copies of your passport, professional indemnity insurance certificate, two recent passport size photos & copy of your valid DBS certificate to. If there are any issues with uploading your information, please email info@beespage.com.

Contractors

We hire professional interpreters, translators and transcribers only, please make sure that you review the requirements before sending your application. Some exceptions may apply to languages of lesser diffusion LLD (cases where the test or certification is not available in your language combination).

There is no guaranteed of a minimum number of assignments per period of time. This is a freelance position, unless otherwise specified in a written contract. Jobs are assigned according to credentials, education, work experience, linguistic competence, specialization, technical capabilities and requirements from our clients.

Given that we consider years of experience, all resumes submitted need be dated (dates for work and education accomplishments). Credentials are required and verified.

We need copies of all degrees, training, certificates, accreditation, etc.

We will respond only to those that qualify.

We carefully select our interpreters, translators and transcribers. Thank you.

**Bees Dialect** **Ltd** Use only:

Checked by: ..................................................................

Approved by: ................................................................

Proof of Identity

Insurance Certificate

DBS Certificate

Passport size photos

Date: ...................................................