

## Contractor Application Form

### SUBMISSION CHECKLIST

Before completing and submitting your application, please check you have the *relevant* documentary evidence in support of this application:

- Relevant professional qualifications documentation
- Reference letters or referee contact details
- Your Australian Business Number (ABN) if working in Australia
- Proof of right to work in Australia (Copy of passport, citizenship, birth certificate or VISA)
- Evidence of NAATI accreditation (Certificate or letter of accreditation)
- Copies of security clearances: Police Check (required for interpreters) and Working with Children Check (preferred for interpreters)

Email this completed form and your supporting documents to [apply@languageloop.com.au](mailto:apply@languageloop.com.au)

**Were you referred to LanguageLoop? If so, by whom** \_\_\_\_\_

**How did you hear about working with LanguageLoop?**

- |  |  |
|--|--|
| <input type="checkbox"/> Word of Mouth               | <input type="checkbox"/> Job Advertisement           |
| <input type="checkbox"/> Poster/Promotional Material | <input type="checkbox"/> Community Group/Association |
| <input type="checkbox"/> Email                       | <input type="checkbox"/> Other _____                 |

**First Name(s):** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Preferred First Name:** \_\_\_\_\_

**Gender:**  Male  Female

**Date of Birth:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YY)



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## CONTACT DETAILS

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

### Postal Address (leave blank if the same as your residential address):

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

## ELIGIBILITY TO WORK IN AUSTRALIA

Place of Birth (please specify **town** and **country**): \_\_\_\_\_

Religion (optional) : \_\_\_\_\_

### Residency status:

- Australian citizen
- New Zealand citizen
- Permanent resident
- Visa
- Non Australian resident Country of residence: \_\_\_\_\_

Please provide your ABN (Australian Business Number) if working in Australia: \_\_\_\_\_

- I have provided a copy of my proof of right to work in Australia e.g. passport, citizenship or visa if applying to work for LanguageLoop in Australia

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## RELEVANT EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

I have provided a copy of my CV OR detailed my relevant educational qualifications and experience below

### RELEVANT EDUCATION

Name of Institution: \_\_\_\_\_ Country of Institution: \_\_\_\_\_

Title, Certificate, Degree or Diploma received at completion: \_\_\_\_\_

From year: \_\_\_\_\_ To year: \_\_\_\_\_

Name of Institution: \_\_\_\_\_ Country of Institution: \_\_\_\_\_

Title, Certificate, Degree or Diploma received at completion: \_\_\_\_\_

From year: \_\_\_\_\_ To year: \_\_\_\_\_

### RELEVANT WORK EXPERIENCE

Employer Name: \_\_\_\_\_

Date from (MM/YY): \_\_\_\_\_ Date to (MM/YY): \_\_\_\_\_

Please briefly outline your experience in this role that is relevant to interpreting/translation services:

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Employer Name: \_\_\_\_\_

Date from (MM/YY): \_\_\_\_\_ Date to (MM/YY): \_\_\_\_\_

Please briefly outline your experience in this role that is relevant to interpreting/translation services:

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**What role are you applying for at LanguageLoop?**

**Interpreter Only**  
(go to page 4)

**Translator Only**  
(go to page 5)

**Interpreter & Translator**  
(complete both forms)

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# Interpreter Application Form

## SECURITY CLEARANCE

- I have provided a current (no older than 3 years) proof of police check (required)
- I have provided a current working with children check OR Teachers Registration (preferred)

## INTERPRETING CERTIFICATION

Language(s) you are proficient in and NAATI credential(s) you hold:

Language (dialect)	NAATI credential

NAATI practitioner number (if applicable): \_\_\_\_\_

## REFERENCE LETTERS OR REFEREES

- I have provided 2 reference letters OR provided contact details of 2 referees from employers

### Referee 1

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Referee 2

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## APPLICANT STATEMENT

- I declare that to the best of my knowledge all the information contained in this application form provided by me is true and correct.

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# Translator Application Form

Number of years of translation experience: \_\_\_\_\_

Native language(s): \_\_\_\_\_

Second language(s): \_\_\_\_\_

Dialects you understand for audio transcription: \_\_\_\_\_

## List the languages you are qualified to translate from/into:

Language FROM	Language TO

**If based in Australia:** Australian NAATI practitioner number (if applicable): \_\_\_\_\_

**If based outside Australia:** Practitioner number of local certifying association: \_\_\_\_\_

Are you a member of any other translation associations? \_\_\_\_\_

Are you a member of any other professional associations? \_\_\_\_\_

List your area(s) of expertise (e.g. medical, legal): \_\_\_\_\_

## Check the relevant boxes to indicate the services you provide:

- |   |   |
|---|---|
| <input type="checkbox"/> Translation          | <input type="checkbox"/> Machine translation post-editing |
| <input type="checkbox"/> Proofreading         | <input type="checkbox"/> Audio Transcription              |
| <input type="checkbox"/> Independent Checking | <input type="checkbox"/> Audio Recording                  |

If independent checking is selected, are you familiar with categorising errors? \_\_\_\_\_

## Check the relevant boxes to indicate the resources you use for your translation work and list examples for any selected:

- |  |   |
|--|---|
| <input type="checkbox"/> Online dictionaries _____ | <input type="checkbox"/> Glossaries _____             |
| <input type="checkbox"/> Term bases _____          | <input type="checkbox"/> Websites _____               |
| <input type="checkbox"/> Reference material        | <input type="checkbox"/> Other (please specify) _____ |

How do you keep up to date with translation industry developments? \_\_\_\_\_

\_\_\_\_\_

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## TRANSLATION SOFTWARE

List the computer-assisted translation software you use/have used for translation work

Computer-assisted translation software	Do you have a licence?

Do you use machine translation for your translation work? \_\_\_\_\_

Do you post-edit machine translated content? \_\_\_\_\_

If you do not use any software, are you willing to use if trained? \_\_\_\_\_

## PROFESSIONAL DEVELOPMENT

List any relevant professional development courses you have attended:

Course Name: \_\_\_\_\_

Date from (MM/YY): \_\_\_\_\_

Course Name: \_\_\_\_\_

Date from (MM/YY): \_\_\_\_\_

## CAPACITY

Are you a full-time or part-time translator? \_\_\_\_\_

Do you work for other Language Service Providers/clients? \_\_\_\_\_

If **yes**: Country of work: \_\_\_\_\_ Industries you work with: \_\_\_\_\_

How many words on average can you translate per day? \_\_\_\_\_

Are you willing to take urgent work (i.e. same day or 24 hour turnarounds)? \_\_\_\_\_

## APPLICANT STATEMENT

I declare that to the best of my knowledge all the information contained in this application form provided by me is true and correct.