



changing your words for the world

## Freelancer Application Form

Please Note: For legal reasons, this form has to be printed off and signed

Title (Miss / Mrs / Ms / Mr / Other) and Surname: \_\_\_\_\_

For names: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Ethnic Origins: \_\_\_\_\_ Language of origin: \_\_\_\_\_

Post Code: \_\_\_\_\_ Email: \_\_\_\_\_

Home Tel No. : \_\_\_\_\_ Mobile Tel No. : \_\_\_\_\_

What are your areas of expertise?

- Translation
- Interpretation
- Language Tuition
- Proofreading
- Typesetting
- Web design

Rates:

\_\_\_\_\_ per word / hour  
\_\_\_\_\_ per word / hour  
\_\_\_\_\_ per hour  
\_\_\_\_\_ per word / hour  
\_\_\_\_\_ per word / hour  
\_\_\_\_\_ per hour / pages

Languages:

Rating from 1-10, 1=lowest, 10=highest

- |          |                                |                               |                                |
|----------|--------------------------------|-------------------------------|--------------------------------|
| 1. _____ | <input type="checkbox"/> Write | <input type="checkbox"/> Read | <input type="checkbox"/> Speak |
| 2. _____ | <input type="checkbox"/> Write | <input type="checkbox"/> Read | <input type="checkbox"/> Speak |
| 3. _____ | <input type="checkbox"/> Write | <input type="checkbox"/> Read | <input type="checkbox"/> Speak |
| 4. _____ | <input type="checkbox"/> Write | <input type="checkbox"/> Read | <input type="checkbox"/> Speak |
| 5. _____ | <input type="checkbox"/> Write | <input type="checkbox"/> Read | <input type="checkbox"/> Speak |

Highest Education: (Year, Name of institution/university, Subjects, Achievement)

Language Qualification: (Year, Name of institution, Achievement)

Member of any recognised body/society/association?

Field of expertise/experience

**Commercial**

- |   |                                    |                                      |   |
|---|------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> General Business | <input type="checkbox"/> Banking   | <input type="checkbox"/> Accountancy | <input type="checkbox"/> Stock Exchange |
| <input type="checkbox"/> Import & Export  | <input type="checkbox"/> Insurance |                                      |   |

**Creative industries**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Advertising Agency | <input type="checkbox"/> International Marketing | <input type="checkbox"/> TV Production | <input type="checkbox"/> Survey & Opinion poll Organisation |
| <input type="checkbox"/> Sponsorship Agency | <input type="checkbox"/> Branding                |  |   |

**Energy and Environment**

- |  |  |                                      |   |
|--|--|--------------------------------------|---|
| <input type="checkbox"/> Oil & Gas       | <input type="checkbox"/> Environment     | <input type="checkbox"/> Electricity | <input type="checkbox"/> Industrial Hygiene |
| <input type="checkbox"/> Import & Export | <input type="checkbox"/> Import & Export |                                      |   |

**Health**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Public Health      | <input type="checkbox"/> Medical Device | <input type="checkbox"/> Medical Research | <input type="checkbox"/> Pharmaceutical |
| <input type="checkbox"/> Medical Publishing |   |   |   |

**IT & Telecommunications**

- |   |                                   |                                      |  |
|---|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Online Gaming        | <input type="checkbox"/> Software | <input type="checkbox"/> Video Games | <input type="checkbox"/> Mobile & Telecommunications |
| <input type="checkbox"/> Satellite Navigation |                                   |                                      |  |

**Engineering**

- |   |                                     |                                    |  |
|---|-------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Civil / Construction | <input type="checkbox"/> Automotive | <input type="checkbox"/> Aerospace | <input type="checkbox"/> Electrical & Electronic |
| <input type="checkbox"/> Manufacturing        |                                     |                                    |  |

**Legal**

- |                                    |  |  |
|------------------------------------|--|--|
| <input type="checkbox"/> Law Firms | <input type="checkbox"/> Courts and the police | <input type="checkbox"/> In-house legal department |
|------------------------------------|--|--|

**Leisure**

- |                                  |  |                                 |                                 |
|----------------------------------|--|---------------------------------|---------------------------------|
| <input type="checkbox"/> Tourism | <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> Hotels | <input type="checkbox"/> Travel |
|----------------------------------|--|---------------------------------|---------------------------------|

**Public Sector & NGOs**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Charities               | <input type="checkbox"/> Publishing             | <input type="checkbox"/> Public Safety Bodies | <input type="checkbox"/> Education Bodies |
| <input type="checkbox"/> Public Transport Bodies | <input type="checkbox"/> Public Consumer Bodies |   |   |

Example of language work: (Date, Client, Client's email, Description of work, Charges)

**Reference**

Name: \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Name: \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Relationship: \_\_\_\_\_

I agree to my details are correct and can be retained in a computer database and used as described in Data Protection and Privacy Statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing this form. Please return the completed form to Trinslation office:  
13 Offers Court, Winery Lane, Kingston, KT1 3GQ or call 07942 255 044 for more information