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Application Details

- Title** (Ms, Mr, Mrs, Dr, etc) _____
Family Name (Please Print) _____
Given Names (Please Print) _____
- Sex** (Male or female) _____
- Residential Address:**

_____ **Postcode** _____ **State** _____

Postal Address: (Where you would like your mail directed)

Postcode _____ **State** _____

Telephone No: _____ **(BH)** _____
_____ **(AH)** _____

Mobile: _____

Email Address _____

- Date of Birth** _____
Place of Birth _____ (please specify town and country)
- Eligibility to work in Australia**
Are you a permanent resident of Australia? _____
Are you an Australian Citizen? _____
Years of residence in Australia? _____
What year did you Migrate to Australia _____
If you are a holder of a temporary entry Visa for Australia, do you have permission to work in Australia? _____

Educational Details

6. Secondary Education

Name of Institution: _____

Country Based in: _____

Period of study: From _____ To _____

Course Completed: YES/NO (circle)

Title or Certificate Received (ie. Higher school certificate, Diploma, etc)

Did you study a Language(s)? if so, specify

7. Tertiary Education

Name of Institution _____

Country based in _____ Faculty _____

Period of study From _____ to _____

Course completed? Yes/No (circle)

Degree/ Diploma received _____

Languages Studied:

If the above study was language specific or language profession specific (ie. BA Degree in Interpreting & Translating or a Language based Degree) Please complete the following details:

Does the Degree have NAATI Accreditation? _____

If yes what level of:

NAATI Accreditation _____ **Language** _____

NAATI Accreditation _____ **Language** _____

NAATI Accreditation _____ **Language** _____

NAATI Accreditation _____ Language _____

8. Post Graduate Studies

Name of Institution _____

Country Based in _____

Faculty _____

Period of study: From _____ To _____

Diploma/ Degree Received _____

Language(s) Studied _____

If the above study was language specific or language profession specific (ie. Graduate Diploma of interpreting & Translating etc) Please complete the following details:

Does the degree have NAATI accreditation? _____

If yes, what level of:

NAATI Accreditation _____ Language _____

NAATI Accreditation _____ Language _____

NAATI Accreditation _____ Language _____

NAATI Accreditation _____ Language _____

9. If you have other forms of study please specify below if you feel it will benefit you application

Details of NAATI Accreditation for contract interpreting only

10. NAATI Applicant number: _____

Please indicate on the table below the highest NAATI level reached, the languages and whether accreditation was achieved by:

- a) Completion of a NAATI accredited course
- b) Recognition of overseas qualification as an Interpreter
- c) Successfully passed a NAATI administered test
- d) NAATI recognition in a rare language(s) not tested by NAATI

Interpreting accreditation only

Language English plus second language	NAATI Level	Method of Accreditation Insert a,b,c or d

If you Interpret in languages currently not tested by NAATI, please complete the following:

A= Fluent B= Good C= Satisfactory D= Poor

LANGAUGE	Understanding	Reading	Writing	Speech

13. Please outline your experience in the area of Interpreting

Experience in Australia (only in brief points)

Experience overseas (only in brief points)

Details of NAATI Accreditation for contract translating only

10. NAATI Applicant number: _____

Please indicate on the table below the highest NAATI level reached, the languages and whether accreditation was achieved by:

- a) Completion of a NAATI accredited course
- b) Recognition of overseas qualification as an Interpreter
- c) Successfully passed a NAATI administered test
- d) NAATI recognition in a rare language(s) not tested by NAATI

Translation accreditation only

Language into	NAATI Level Insert NAATI level	Method of Accreditation (Insert a,b,c or d)

If you translate in languages currently not tested by NAATI, please complete the following:

A= Fluent B= Good C= Satisfactory D= Poor

LANGAUGE	Understanding	Reading	Writing	Speech

13. Please outline your experience in the area of Translating

Experience in Australia (only in brief points)

Experience overseas (only in brief points)

Qualifications and Experience in training area

14. Do you have teaching experience in translation and/or interpreting? Yes/No (circle)

15. If yes, what qualifications have you acquired? (Only in brief points)

16. Please outline your teaching experience in translation and/or interpreting?

Experience in Australia (only in brief points)

Experience overseas (only in brief points)

Keyboard skills and system facilities

17. Do you have keyboard skills? Yes/No (circle)

18. Do you have access to a computer? Yes/ No (circle)

If yes, what type and compatibility?

Macintosh Microsoft Windows PC (circle)

19. Have you installed a foreign language software package for your language(s) of translating (other than English)?

Please list the packages you have access to via the above identified computer system:

20. Please specify which desktop publishing programme you have access to via your computer software packages

21. Please specify what printer facility you have: (circle)

1200dpi laser printer

Laser quality printer

600dpi standard laser printer

Other (please specify): _____

Contract & or other employment details

22. Are you self-employed as a freelance Interpreter and or Translator? _____

If you are self employed please specify

Registered business name: _____

If you do not have a registered business name and you are working under you personal name in place of a business name, please insert your name accordingly

Or

Registered Company Name: _____

Are you incorporated? _____

Please provide your ABN _____

Are you registered for GST: _____

Please list the name(s) of agencies or employers for whom you provide Interpreting and or Translating services, either as a contractor or a full time or casual employee

Agency Details (Name and Address)	Type of engagement (contract, employee, casual)	Position (Interpreter etc.)

Availability for contractual work

23. IIA provides a 7 day a week, 24 hours a day Interpreting service. Please indicate your availability times.

Weekday	8.00am to 6.00pm	6.00pm-8am
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

24. **Transport**

- a) Do you hold a current driver's licence? YES / NO (circle)
- b) Do you have the use of a car? YES / NO (circle)

Contract Interpreter's / Translator's Statement

I, _____, declare that to the best of my Knowledge
(given name) (family name)

all the information contained in this application form provided by me is true and correct.

Signed _____

Date _____

Annual Police check – Waiver

Due to the sensitive nature of the matters in which Interpreters and or Translators are frequently involved, it has been decided that all Interpreters and Translators undertaking assignments for IIA be given an annual Victoria Police Clearance. The only information given to Victoria Police is your name, address and date of birth. Failure to comply with this condition will result in your Application for Contract Interpreting and or Translation Assignments being rejected.

WAIVER

I, _____
(Given name) (Family name)

(Date of Birth

Having received a full explanation of the kind of information sought and the purpose for which it is sought, hereby authorise a check of any records held by the Victoria Police and the furnishing by them of any relevant recommendations to the International Interpreting Agency (IIA)

Signature: _____

Date: _____

Address: _____

