**TRANSLATOR and REVISER APPLICATION FORM (+Reviewer and Proofreader)**

Please complete and return with your CV and certificates to: [info@twlanguages.com](mailto:info@twlanguages.com)

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| **WE REQUIRE YOUR ‘OPT-IN’ CONSENT TO HOLD YOUR DATA AND CONTACT YOU IN THE FUTURE**  Please tick the box |  |

**PLEASE EMAIL YOUR CV & CERTIFICATE(S) OF QUALIFICATION** (copy of certificates via a photo from your mobile will be sufficient) **TWL REF .**

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| **Contact Details**: *Please tick* | | | | | Male | | Female | |
| First name: | | | Last Name: | | | | | |
| Email address: | | | Contact tel. no. | | | | | |
| Skype address: | | | Country of residence | | | | | |
| Native language: | | | | | | | Time difference with UK (+/-) | |
| Languages (translate from and to): If you translate from more than 1 language please indicate in order of strength | | | From To | | | | | |
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| Rates & currency per 1k words: | Translation | | | | | | Revising | |
| Do you have a **minimum charge** for small jobs? Y / N | | | | | | | If so, how much? | |
| TW Languages uses Memsource TM cloud version for most translation projects, this is free for translators. Would you work with Memsource? (Support and training is provided if required) Y / N | | | | | | | | |
| Your skill(s) preference? *(please tick)* | | *Translation* | | *Reviser* | | *Reviewer* | | *Proofreading* |

***FOR INFORMATION -as per ISO 17100 standards***

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| Revision | (same qualification as a translator). Bilingual examination of target language content against source language content for its suitability for the agreed purpose. |
| Review | Domain expert & relevant qualification. Monolingual examination of target language content for its suitability for the agreed purpose. |
| Proofreading | Examine the revised target language content and applying corrections before printing |

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| **Qualification Requirements: we require a minimum of ONE OF THE FOLLOWING** | | Please fill in **ONE** option which applies best to you with information to support your application e.g. degree/ university/ number of years translating | |
| **1** | Has obtained a recognised qualification (e.g. degree, diploma, certificate) in translation or in linguistic or language studies that include translation training, from an institution of higher education, and 2yrs of translation experience. |  | |
| Or  **2** | Has obtained a recognised qualification (e.g. degree, diploma, certificate) in any other field from an institution of higher education and has 2yrs of full-time professional experience in translating. |  | |
| Or  **3** | Has 5+ years of full-time professional experience in translating. |  | |
| ARE YOU A MEMBER OF ANY PROFESSIONAL ASSOCIATIONS?  (please list) | |  |
| **Please give one or more subject/specialist areas that you work in, and give details of any experience/qualifications in these areas. Be specific as to your preferential subject material.** | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
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