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

Please complete and return with your CV and certificates to: 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 |
|  |
|  |
| 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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