Kingston Interpreting Service Application Form



This form is to register as a freelance interpreter with KIS. Registration is dependent on demand for the language (s) provided by the interpreter. Successful registration will lead to an Engagement Agreement between KIS and the applicant. KIS makes no guarantee of the frequency or level of assignments they will offer to the Interpreter and the interpreter is not obliged to accept offers.

Personal Details				
Business Type: Limited Company	Partnership	Sole Trader		
Name:	Surname:			
Address:				
Gender: Male Female				
Contact Telephone Number:				
Email:				
Date of Birth:				
Languages fluently spoken:				
Ethnic Origin and Country of Origin:				

Language Information

Which languages does you/ your business provide for interpreting/translation?

Language Proficiency

Please indicate level of competency, for example very good/ very poor

Language	Speak	Read	Write

Please list your interpreting qualifications and experience and any professional registration details.

PLEASE ATTACH COPIES OF CERTIFICATES

Availability

Please put an X in the boxes you are available

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Are you available at short notice (same day requests?)	YES/NO
Evenings after 18.00 hrs?	YES/NO
Weekends?	YES/NO
Do you provide interpreting for interviews under caution?	YES/NO

Is there any other information you would like to add to support this application to register as a freelance interpreter?

Pre-registration Checks

DBS Check

As a part of the registration process you will be required to undergo an enhanced Disclosure and Barring Service (DBS) check – including Adults and Childrens barred lists.

Please sign your name if you are willing for us to begin the process:

Signature

Date

If you have registered with the DBS Update Service please tick here

Please provide your certificate and sign above to give us permission to perform a status check.

Please provide us with the names and contact details of **two** referees for which you have provided interpreting / translation services. Please ask their permission before you give us their details.

1.	I	(print name) authorise for KIS to contact:
	Name	
	Tel number	
	Email address	
In orde	er to gain a professional refere	ence for services I have provided to them,
signed	L	(Sign your name)
2	1	(print name) authorise for KIS to contact:
	Name	
	Address	
	Tel number	
	Email address	
In orde	er to gain a professional refere	ence for services I have provided to them,
cignod		(Sign your name)
signed		(Sign your name)

Kingston Interpreting Service Guildhall 2, High Street, Kingston upon Thames, KT1 1EU

Telephone: 0208 547 5822 Email: kis@kingston.gov.uk