

Staff / Temporary Workers Job Application Form

Please complete all sections of the application form to assist us in processing your application. Language Finders will not discriminate against any applicant regardless of nationality, ethnic background, social and economic status, ability, health, sex, age or religious beliefs. All details given will be held in the strictest confidence. Please complete in black pen and in **BLOCK CAPITALS**.

Position applied for:

PERSONAL DETAILS:

Title: Mr Mrs Miss Ms Dr (circle)	Second name:	Previous second name:
Forename(s):		
Address:		
		Post code:
Telephone (Day):	Telephone (Evening):	
Date of Birth:	Age:	National Insurance Number:
Nationality:	Work Permit / Visa Number (If applicable):	
Have you recently been resident outside the UK? (Please tick appropriate box)		
	Yes	No

Next of Kin:	Relationship:
Address:	
	Post code:
Telephone (Day):	Telephone (Evening):

Languages spoken / Written (Indicate fluency): _____

I have currently: (Please tick appropriate box)	UK Passport <input type="checkbox"/>	EU Passport <input type="checkbox"/>	Right of Abode <input type="checkbox"/>	Student Visa <input type="checkbox"/>
	Working Holiday Visa <input type="checkbox"/>	Ancestral Visa <input type="checkbox"/>	Indefinite leave to remain <input type="checkbox"/>	
Do you require a work permit? YES <input type="checkbox"/> NO <input type="checkbox"/> (NB: All applicants - We will need to see your passport at interview for verification)				

EDUCATIONAL INFORMATION (Include further education)

Date From	Date To	Name of School / College	Name/ Details of course	Qualifications achieved

Are you a member of the Institute of linguists? YES NO

Are you on the National Register for Interpreters? YES NO

Do you have a Diploma in Public Services Interpreting? YES NO

PROFESSIONAL QUALIFICATIONS

Course Dates	Training School / College	Title & Description course	Qualification	Has second name changed since qualifying (Yes / No)

EMPLOYMENT HISTORY (Most recent employer first)

Current / Recent:	From:	To:
Address:	Telephone:	
Position Held:	Supervisor's name:	
Brief description of duties		

Current / Recent:	From:	To:
Address:	Telephone:	
Position Held:	Supervisor's name:	
Brief description of duties		

PLEASE PROVIDE A COMPREHENSIVE CV, WITH ANY GAPS IN EMPLOYMENT EXPLAINED

Have you any job or course applications pending? (If YES, please give details) _____

Do you have any Indemnity Insurance / Trades Union cover? YES NO

Name of indemnity provider: _____

TRANSLATION WORK: (PLEASE COMPLETE THE FOLLOWING ONLY IF YOU ARE AVAILABLE FOR TRANSLATION WORK)

Can you read and write in all languages that you speak? _____

Do you have the computer fonts to be able to type in the languages that you speak? _____

What experience do you have in translation work? _____

What software packages do you have on your computer? _____

Do you have access to the following? (Please tick appropriate boxes for the areas in which you have experience)

Email and Internet	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Affidavits		Statements	
Scanner and Printer	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certificates		Technical	
Acrobat Professional	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Chemical		Verifications	
			Brochures		Websites	
			Educational		Manuals	
			Proof Reading		Websites	

If possible, please send us a sample of translation work that you have done previously (Address on last page)

FACE TO FACE INTERPRETING WORK: (PLEASE COMPLETE THE FOLLOWING ONLY IF YOU ARE AVAILABLE FOR FACE-TO-FACE WORK)

Do you hold a current UK driving licence? YES NO Do you have use of a car? YES NO

Are you prepared to travel outside of your local area for work, when necessary? YES NO

REFERENCE REQUESTS: Please give details below of names and addresses and contact numbers of **TWO** referees. One **MUST** be from a current employer and the others from previous employers. Under no circumstances can you supply a relative as a reference or a current employee with Language Finders .

Please tick box if we can contact your references immediately

Contact Name:	Company Name:
Address:	
Email:	
Post Code:	Telephone:
Additional information	

Contact Name:	Company Name:
Address:	
Email:	
Post Code:	Telephone:
Additional information	

NB Please give any additional information to support your application on a separate sheet of paper & attach it to this application form.

HEALTH & FITNESS TO WORK QUESTIONNAIRE (Please answer **ALL** questions to the best of your knowledge)

QUESTION	YES	NO	If "Yes" please give details
In your opinion are you physically in good health?			
Do / have you suffered from any of the following?			
Salmonella or food poisoning?			
Are you currently on any treatment or medication?			
Have you had any major operations or illnesses that may effect your ability to work for us??			
Have you ever been deemed medically unfit?			
Are you registered under the Disabled Persons Act?			
How many sick-days have you had in the last 12 months?			

The questions regarding your health status are to determine suitability for NHS clinical area assignments

I declare that all the above statements are true and complete to the best of my knowledge and belief. I give permission for Language Finders to contact my GP for clarification or further information on my health status if required.

Name of GP:	Telephone:
Address of GP:	

Print Name: _____ Sign: _____ Date: _____

DECLARATION:

I confirm that the information I have given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. Because of the sensitive nature of the duties the post holder will be expected to undertake, I also understand that the declaration will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that might have a bearing on my suitability for the post. I understand that an Enhanced disclosure will be required in the event of a successful application.

Print Name: _____ Signature: _____ Date: _____

DECLARATION OF CRIMINAL RECORD:

As stated, because of the sensitive nature of the duties the post holder will be required to undertake, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to your obtaining this position. If you have declared a criminal record and we believe this to have a bearing on the requirements of the post, we will discuss this with you at interview. If we do not raise the record with you it is because we have taken the view that it should not be taken into account in deciding your suitability for the post. If you require further information or have concerns about filling in this declaration, please contact Language Finders .

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Note that the post you have applied for is excepted from the **REHABILITATION OF OFFENDERS ACT 1974**, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.

NO YES If you have answered "YES" to the above please attach details of the offences, penalties and dates.

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for the post?

NO YES If you have answered "YES" to the above please attach details and dates.

DATA PROTECTION

Language Finders will not pass your information on to any other company. From time to time we may wish to contact you with career information or reward schemes that may be of benefit to you. If you would prefer not to receive such information please tick this box

When fully completed, please return this to:
 Registration Department
 Language Finders
 The Deep Business Centre
 Hull
 HU1 4BG

If you would like confirmation of receipt or your application, please enter email address: _____