

INTERPRETER & TRANSLATOR APPLICATION FORM

Date: _____

----- PERSONAL INFORMATION -----

BASIC INFORMATION

Title ☐ Mr. or ☐ Ms. / Mrs. First Name: _____ Last Name : _____

Address : _____

Home Phone : _____ Cell Phone : _____

E-mail : _____ Contact hours : _____ to _____ (GMT+2)

City & Country of Birth : _____ Date of Birth : _____

Skype Name (if any) : _____ WhatsApp/Viber: _____

Professional Profile(s) (LinkedIn, ProZ, TranslatorsCafé) : _____

QUALIFICATIONS

Highest level of Education completed : _____ Year of Graduation : _____

School : _____ Major : _____

Additional Education, if applicable: _____

TRANSLATOR QUALIFICATION

Seniority : _____

Native Target Lang. : _____

Source Langs. : _____

Language Services : _____

Working Fields : _____

Translation Capacity : _____

TRANSLATION AUTOMATION TOOLS (CATTOOLS, LQA, LOCALIZATION, SUBTITLING, TRANSLATION MANAGEMENT SYSTEMS, DTP TOOLS)

Software ☐ MemoQ ☐ OmegaT ☐ QA Distiller ☐ QT Linguist ☐ Wordfast

☐ SDL Trados 2007 ☐ SDL Trados 2009 ☐ SDL Trados 2011 ☐ SDL Trados 2014 ☐ SDL Trados 2019

(Pls check as appropriate or specify in the "Others" cell separately). ☐ MemSource ☐ SmartCAT ☐ Subtitle Edit ☐ Aegisub ☐ Adobe Illustrator

☐ Déjà vu ☐ WordBee ☐ Translation Workspace

☐ Other Software (please indicate): _____

PRICE (Note: Please note all the services should include basic QA feedback implementation)

Price(s) (If you can provide multiple language pairs, you can insert lines)	Type	Language Pair(s)		Unit	Currency	Unit Price
		Source	Target			
	Translation Services					
	Interpreting					
	Revision					
	DTP					
	Transcription					
	Subtitling					
	Copywriting					
	Post Editing					
	Voice Over					
	Language Training					
	Other (please indicate):					

----- LANGUAGE PROFICIENCY SELF-ASSESSMENT -----

Please list your languages and select the one statement in each category that best describes your proficiency:

List language (s) here:

Listening Comprehension					
1) I understand enough to meet basic daily needs, but often have to ask people to speak more slowly or repeat themselves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) I can understand most conversations, but sometimes have to ask people to speak more slowly or repeat themselves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) I can understand almost everything that is said, but still struggle a bit with very specialized subjects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) I have the comprehension of an educated native.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking Ability					
1) I can speak well enough to meet basic daily needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) I can discuss many subjects, but sometimes have trouble finding the right word to use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) I have a strong command of colloquial (informal) speech and have a wide vocabulary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) I am able to speak like an educated native.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading Comprehension					
1) I can read only basic printed material, such as simple signs or messages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) I am able to read and understand a lot of printed material, but still have to rely on a dictionary often.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) I am able to read nearly all material, as long as it is not too technical.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) I have the reading ability of an educated native.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Ability					
1) I am able to write simple messages only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) I am able to write on many subjects as long as I have a dictionary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) I am able to write nearly everything I want to, as long as it is not too technical.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) I have the writing ability of an educated native.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



----- INTERPRETING/TRANSLATING EXPERIENCE -----

Describe your interpreting and/or translating experience:

Do you have any formal training in interpreting and/or translating?

☐ Yes

☐ No

If yes, please describe:

Do you have any professional accreditation or certification for interpreting or translating?

☐ Yes

☐ No

If yes, please list:

Are you interested in attending training programs for interpretation and/or translation? ☐ Yes

☐ No

Please list your languages (other than Arabic), and **for each language, select every answer that applies:**

List language (s) here (other than Arabic):

Which types of interpreting do you feel qualified to do?				
Consecutive - waiting for the speaker to finish, then beginning to interpret	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simultaneous - interpreting at the same time a speaker is talking; may involve equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sight Translation - translating a written document out loud	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Video Remote Interpreting – Remote Interpreting using videoconferencing equipment				
Over the Phone Interpreting – Interpretation remotely via phone calls				
Which subject areas do you feel qualified to interpret or translate in?				
Technical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising/Marketing Localization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Translations				
Patent/Intellectual Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tourism				
Life Sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Medical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please indicate): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel qualified to translate a written document from Arabic into this language?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel qualified to translate a written document from this language into Arabic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



----- AVAILABILITY -----

Indicate your preference for oral interpretation and/or written translation work:

- ☐ Both oral interpretation and written translation work
- ☐ Oral interpretation work only
- ☐ Written translation work only

INTERPRETATION ASSIGNMENTS

Which days & hours (GMT+2) are you available to interpret?

Hours from	to
Hours from	to
Hours from	to

Do you have any rate expectation for interpretation work (per hour)?

Currency _____

TRANSLATION ASSIGNMENTS

Which days & hours (GMT+2) are you available to translate?

Hours from	to
Hours from	to
Hours from	to

What computer programs do you feel comfortable using and have access to?

Do you have any rate expectation for written translation (per word or page)?

Currency _____

Availability in Weekend or Vacations

☐ Yes ☐ No

If yes, please list:



----- REFERENCES -----

List two-five references who can speak to your past interpretation/translation or other professional experience.

Reference 1:

Name : _____
Relationship to you : _____
Company/ Organization : _____
Phone : _____ E-Mail: _____

Reference 2:

Name : _____
Relationship to you : _____
Company/ Organization : _____
Phone : _____ E-Mail: _____

Reference 3:

Name : _____
Relationship to you : _____
Company/ Organization : _____
Phone : _____ E-Mail: _____

Reference 4:

Name : _____
Relationship to you : _____
Company/ Organization : _____
Phone : _____ E-Mail: _____

Reference 5:

Name : _____
Relationship to you : _____
Company/ Organization : _____
Phone : _____ E-Mail: _____

