Logo, company name

Description automatically generatedJob application form

|  |  |
| --- | --- |
| Post title: | Casual Interpreting and Translation Assistant |
| Candidate number: |  |
| Post Number: | 2 |

Please complete the sections below:

|  |  |
| --- | --- |
| Title (e.g. Ms/Mr/Mrs) |  |
| First name: |  |
| Last name |  |
| Email address: |  |
| Telephone number: |  |
| Address: |  |

|  |  |
| --- | --- |
| **Section 1: Employment history** | |
| Are you currently employed? |  |
| Have you ever been employed in the past? |  |
| **Current or most recent employment:** |  |
| Name of current employer |  |
| Employer address |  |
| Your job title |  |
| Current/ most recent salary |  |
| Date employed from |  |
| Date employed to |  |
| Notice period required |  |
| Reason for leaving |  |
| Outline of duties and responsibilities |  |

|  |  |
| --- | --- |
| **Section 2: References** | |
| **Referee 1** | **Must be current/ most recent employer** |
| Relationship to you: |  |
| Employer name |  |
| Referee first name |  |
| Referee last name |  |
| Referee job title |  |
| Address |  |
|  |  |
|  |  |
|  |  |
| Referee email address |  |
| Referee telephone number |  |
|  |  |
| **Referee 2** |  |
| Relationship to you: |  |
| Employer name |  |
| Referee first name |  |
| Referee last name |  |
| Referee job title |  |
| Address |  |
|  |  |
|  |  |
|  |  |
| Referee email address |  |
| Referee telephone number |  |
|  |  |

|  |  |
| --- | --- |
| **Section 3: Education and development** | |
| Qualification type (e.g. GCSE/ A level/ BTec): |  |
| Name of course or qualification: |  |
| Results: | Obtained/ not yet obtained |
| Date results obtained or expected: |  |
| Grade: |  |
| Awarding body/ education organisation |  |
|  |  |
| Qualification type (e.g. GCSE/ A level/ BTec): |  |
| Name of course or qualification: |  |
| Results: | Obtained/ not yet obtained |
| Date results obtained or expected: |  |
| Grade: |  |
| Awarding body/ education organisation |  |
|  |  |
| Qualification type (e.g. GCSE/ A level/ BTec): |  |
| Name of course or qualification: |  |
| Results: | Obtained/ not yet obtained |
| Date results obtained or expected: |  |
| Grade: |  |
| Awarding body/ education organisation |  |
|  |  |
| Qualification type (e.g. GCSE/ A level/ BTec): |  |
| Name of course or qualification: |  |
| Results: | Obtained/ not yet obtained |
| Date results obtained or expected: |  |
| Grade: |  |
| Awarding body/ education organisation |  |
|  |  |
| Qualification type (e.g. GCSE/ A level/ BTec): |  |
| Name of course or qualification: |  |
| Results: | Obtained/ not yet obtained |
| Date results obtained or expected: |  |
| Grade: |  |
| Awarding body/ education organisation |  |
|  |  |
| Are you a member of any professional associations or bodies? |  |
|  |  |

|  |  |
| --- | --- |
| **Section 4: Person specification** | |
| **Essential** |  |
| Do you have a qualification in a language other than English or speak another language as your first language? |  |
| Do you have GCSE 9-4/ A\* - C in English or equivalent qualifications? |  |
| Can you demonstrate fluency in spoken communication in a language other than English? |  |
| Can you give evidence of your effective participation as a member of a team? |  |
| Can you give evidence of your successful experience of interpreting and/ or translation work? |  |
| Can you explain how you present appropriately for the occasion, showing an awareness of what is required in terms of convention or culture. |  |
| Can you give evidence of your understanding and commitment to confidentiality at work? |  |
|  |  |
| **Desirable** |  |
| Do you hold a current driving licence? |  |
| Do you have a Level 3 or above education and childcare qualification? |  |
| Do you have experience of working in schools or other educational organisations? |  |
| Can you demonstrate fluency in written communication in a language other than English? |  |
| Can you demonstrate a good knowledge of the English education system? |  |
| Can you give evidence of good IT skills? |  |
| Can you give examples of your successful interpreting and/or translation work in schools or other educational organisations? |  |
| Can you explain how you ensure accurate interpreting and /or translation? |  |
|  |  |

Send the completed form to [fairfutures@outlook.com](mailto:fairfutures@outlook.com)

or post to: Fair Futures CIC, 17 Broad Street, Bury BL9 0DA