

NATIONAL REGISTER OF PUBLIC SERVICE INTERPRETERS

First Language Application Form

Please read these notes carefully before you fill out this form. An incomplete or incorrectly completed form will be returned to you and will delay your application to the National Register.

1. This form is to be used only for your initial application to the Register, based on the language you use most in your professional Public Service Interpreting, or in which you are professionally qualified. If you wish to register for other languages you must complete an Additional Language Application Form for each additional language you wish to register.
2. You must use black ink or biro to complete the form and write legibly in your own handwriting
3. Answer all questions accurately
4. If a section does not apply write N/A
5. Tick boxes as appropriate
6. Sign and date the declarations on page 8

Any information given in this form may be entered onto the National Register of Public Service Interpreters database, in compliance with the Data Protection Act. The information you provide will be used

- i) by the Selection Panel to decide if your details can be placed in the National Register
- ii) to complete your entry into the database if your application is successful.

Space on the database is limited. The form has been designed to allow you to give the maximum information to the Selection Panel which will be evaluating your application. Any information written on the form but outside the boxes provided will not be accepted.

Special Notes

- If you have successfully completed a relevant Public Service Interpreting (PSI) qualification you will only be considered for entry onto the Register in the language for which you hold the qualification.
- If you wish to be considered for additional languages, you will need to complete an 'Additional Language' Application Form for each language and supply evidence to prove you have sufficient PSI experience and a relevant qualification as outlined above.

FOR CURRENT APPLICATION FEES AND CRITERIA FOR ENTRY PLEASE REFER TO ENCLOSED SHEETS

NRPSI Application Queries

Applications to the National Register must be made by post; we advise that the most secure method of posting is Recorded or Special Delivery.

If you wish to seek clarification on any matter relating to the completion of the form, you should contact the office by telephone in the first instance.

We regret that visitors **can only be seen by prior appointment**. Please contact a member of staff if you wish to arrange an appointment, please note that we are unable to go through an entire application.

1 PERSONAL DETAILS

The following details will be entered onto the Register: your telephone and/or fax numbers and e-mail address, town and county, together with the first half of your postcode only. For security reasons your full address will not appear. Subscribers will telephone, fax or e-mail you to book you for an interpreting assignment. However, we need your full residential address for our records. PO Box numbers and business addresses are not acceptable.

Surname		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
First name(s)		Present Nationality	
Title (e.g. Dr/Mr/Mrs/Ms) no designatory letters		Length of Residence in UK	
Address		Date of Naturalisation	Certificate Number
Town		Mother Tongue	
County	Postcode	Are you entitled to work in the UK? (evidence required - see page 8) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Telephone Number Daytime		Are you a non-EU student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Telephone Number Evening		National Insurance Number	
Mobile Number		Medical Reference <input type="checkbox"/> Please tick this box to inform us that you have no medical condition that we need to be made aware of i.e. hearing, speech, concentration or stamina.	
E-mail Address (maximum of 30 characters)		You must provide a medical certificate stating the position if you cannot tick this box.	
Fax Number			

2 NON-AVAILABILITY

Please tick the relevant boxes below to confirm when you are **NOT AVAILABLE** for work.

	Daytime 08:00 - 17:00	Evening 17:00 - 22:00	Nights 22:00 - 08:00
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any other times you are not available? (you must specify actual dates)

3 ASSOCIATION MEMBERSHIP

If you are a member of any of these organisations tick the appropriate category of membership for that body. Otherwise please leave this section blank.

A copy of an up-to-date membership certificate or letter must support your claim to membership. Do not send in an original, as this will not be returned.

Please note that you are not required to send in information regarding any association membership other than those listed below.

	Associate	Member	Fellow	Honorary
Chartered Institute of Linguists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Institute of Translation and Interpreting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Association of Police and Court Interpreters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YOUR LANGUAGE, QUALIFICATIONS AND EXPERIENCE

4 PROFESSIONAL LANGUAGE USE

You must enter the name of the language for which you would like to be registered in the box marked "Language" and then tick the appropriate boxes to indicate your level of oral and written skills in that language and in English.

Language

	Native	Fluent	Good	Basic
Oral Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

English

	Native	Fluent	Good	Basic
Oral Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 QUALIFICATIONS & CPD COURSES ATTENDED

You should give full details of all appropriate qualifications & CPD relevant to the language you would like to be registered, supported by original certificates and syllabi, where necessary.

Certified Translations must be provided for certificates that are not in English.

ORIGINAL CERTIFICATES MUST BE SENT. Please note the Selection Panel will not consider qualifications that are not supported by your original certificate.

You must enter the name of the qualification (e.g. Diploma in Public Service Interpreting, French/English Law), the date of the award (e.g. 1997) and the name of the awarding body (e.g. IoL).

	Title	Language and/or Specialism	Year	Organisation
Public Service Interpreting	<input style="width: 250px; height: 60px;" type="text"/>	<input style="width: 250px; height: 60px;" type="text"/>	<input style="width: 60px; height: 60px;" type="text"/>	<input style="width: 150px; height: 60px;" type="text"/>
Conference Interpreting	<input style="width: 250px; height: 60px;" type="text"/>	<input style="width: 250px; height: 60px;" type="text"/>	<input style="width: 60px; height: 60px;" type="text"/>	<input style="width: 150px; height: 60px;" type="text"/>
Translation	<input style="width: 250px; height: 60px;" type="text"/>	<input style="width: 250px; height: 60px;" type="text"/>	<input style="width: 60px; height: 60px;" type="text"/>	<input style="width: 150px; height: 60px;" type="text"/>
Masters	<input style="width: 250px; height: 60px;" type="text"/>	<input style="width: 250px; height: 60px;" type="text"/>	<input style="width: 60px; height: 60px;" type="text"/>	<input style="width: 150px; height: 60px;" type="text"/>
Degree	<input style="width: 250px; height: 60px;" type="text"/>	<input style="width: 250px; height: 60px;" type="text"/>	<input style="width: 60px; height: 60px;" type="text"/>	<input style="width: 150px; height: 60px;" type="text"/>
CPD (Courses attended)	<input style="width: 250px; height: 60px;" type="text"/>	<input style="width: 250px; height: 60px;" type="text"/>	<input style="width: 60px; height: 60px;" type="text"/>	<input style="width: 150px; height: 60px;" type="text"/>

6 INTERPRETING TYPES AND HOURS OF EXPERIENCE

How many years have you been interpreting professionally?

How many hours of professional Public Service Interpreting experience have you gained in your interpreting career in the language you have entered in section 4?

Please estimate the number of hours below – do not include travel and waiting time in your estimate.

	Simultaneous/Whispered Interpreting	Consecutive/Liaison Interpreting
Hours	<input type="text"/>	<input type="text"/>

You must be able to provide sufficient evidence in support of your claimed experience – please refer to enclosed information sheet 'Guidelines on Providing Proof of Public Service Interpreting Experience'.

7 SPECIALISM(S)

Tick the box(es) below that are relevant to the Public Service Interpreting qualification(s) or experience you have gained.

	Area of Specialism	
Health	<input type="checkbox"/> Health Centres	<input type="checkbox"/> Hospitals
	<input type="checkbox"/> GP's	<input type="checkbox"/> Mental Health
	<input type="checkbox"/> Dentists	<input type="checkbox"/> Hospices
Law	<input type="checkbox"/> Courts/Immigration	<input type="checkbox"/> Refugee Services
	<input type="checkbox"/> Police	<input type="checkbox"/> Customs & Excise
	<input type="checkbox"/> Probation/Prisons	<input type="checkbox"/> Solicitors
Local Government	<input type="checkbox"/> Social Services	<input type="checkbox"/> Benefits
	<input type="checkbox"/> Housing	<input type="checkbox"/> Education
	<input type="checkbox"/> Advice Bureau	<input type="checkbox"/> Social Security

8 SECURITY CLEARANCE/CONVICTIONS

All applicants must provide a security clearance document. Please note that this is a subscriber requirement.

The National Register must be provided with a valid security clearance in order for your application to be processed:

Please note that your application will not be submitted to the Selection Panel until we are in receipt of this document.

For information on how to obtain a valid security clearance please refer to the security clearance information sheet.

CONVICTIONS (this section must be completed)

You must tick the box(es) below that are applicable to you:

Have you ever been convicted of any offence (including motoring but not parking offences) or is there any charge or summons at present outstanding against you from the UK or any other Country?

Yes

No

If yes, please give details:

I am not awaiting the outcome of an Immigration or Tribunal action.

I am not on probation, conditionally discharged or bound over.

Note: By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Section 4 (2) of the Rehabilitation of Offenders Act 1974 does not apply to this question. You are therefore not entitled to withhold information about a previous conviction on the grounds that it is for other purposes spent under that Act.

9 OTHER EXPERIENCE – This section must be completed.

Please write a brief summary of your overall work experience in the box provided, including any additional information you may wish to add in support of your application. Please note it is important to complete this section.

10 REFERENCES

You must give the details of two referees who will be able to comment on your professional competence as a Public Service Interpreter.

Please note:

- Referees must be Public Service officers who have recently used your services as an interpreter.
- Referees must also be from two different areas e.g. not two solicitors, but one solicitor and another Public Service officer.
- You must check with your referees that they are willing and able to supply references.
- Referees should not be: colleagues, friends or relatives
- References from agencies will only be accepted if the person providing the reference is able to comment on Public Service Interpreting work you have carried out.
- Where you have taken a Public Service Interpreting qualification (i.e. DPSI) your tutor from the course may act as a

referee if you have not completed any Public Service Interpreting assignments. If you have no Public Service Interpreting experience a professional (i.e previous employer) may act as a referee. If one of these is supplied, you must give the details of a Public Service official who has used your services as an interpreter within 6 months of being admitted to the National Register. If both of these are supplied you must give the details of two Public Service officers who have used your services as an interpreter , the first within 6 months and the second within 1 year of being admitted to the National Register.

- You may find that some Police Authorities do not supply individual references, and in this case an alternative referee must be provided by you. Please check with the relevant Police Authority before submitting your application.
- We will write to your referees direct. Please provide FULL contact details in the boxes below.

REFEREE 1

Mr / Mrs / Ms / Miss / Dr	
Name	
Job Title	
Organisation	
Address	
Postcode	
Daytime Tel No.	Fax No/ Email Address

REFEREE 2

Mr / Mrs / Ms / Miss / Dr	
Name	
Job Title	
Organisation	
Address	
Postcode	
Daytime Tel No.	Fax No / Email Address

CHECKLIST

Please ensure you have completed all sections of this form and that you have enclosed the relevant material/information with your application, as below:

- Copies of documents to confirm your identity and your entitlement to work in the UK – please refer to enclosed list for acceptable documents.
- Original certificates of educational qualifications & up-to-date proof of association membership(s) as requested in section 3 and 5.
- Copies of evidence of work experience to support the number of hours of Public Service Interpreting experience you have stated in section 6. For acceptable proof please refer to 'Guidelines on Providing Proof of public Service Interpreting' enclosed with this application form.
- Security Clearance document as requested in section 8.
- Details of two referees as requested in section 10.
- 1 passport-sized photograph (approximate size 3.5 cm x 3.5 cm) for your National Register annual ID card (please print your name on the reverse of the photograph).
- Administration fee (non-refundable).
Current application fees are enclosed. Cheques should be made payable to "NRPSI Limited".

IF YOU DO NOT ENCLOSE ANY/ALL OF THE ABOVE THIS WILL HAVE AN IMPACT ON YOUR APPLICATION

WE ADVISE YOU TO MAKE AND RETAIN A COPY OF THIS FORM FOR YOUR REFERENCE

YOU MUST SIGN AND DATE THIS FORM OTHERWISE IT WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED

DATA PROTECTION AND CONSENT FOR AGENCIES/INTERMEDIARIES ACCESSING DETAILS

We need to seek your preferences on two issues.

The first relates to the **MEDIUM** through which your personal data is presented. The presented data are the details you have supplied to us and include your personal and contact details (no address and first half of the postcode only), professional language use, qualifications, specialisms, security clearance and excluded times, as well as any relevant professional memberships.

I consent to my personal data being displayed BOTH on-line (via the secure NRPSI website) AND on the CD-ROM version of the National Register

Signature

The second aspect relates to **WHO CAN HAVE ACCESS** to your personal data on the Register.

Please sign your name against **ONE** of the following two options:

I consent to my personal data being made available to public services **ONLY** (e.g. hospitals, health centres, doctors, dentists, H M Court Service, prison and probation services, police forces, social services). Under this option, I acknowledge that my details will not be available to commercial agencies or intermediaries through which the public services obtain interpreters.

Signature

I consent to my personal data being made available to public services **AND** any commercial agencies or intermediaries through which the public services obtain interpreters (any such agency or intermediary is subject to the same licence terms and conditions as the public services themselves).

Signature

You may amend your preferences at any time by advising us in writing

DECLARATION

I declare that I have read and agree to the National Register of Public Service Interpreters Code of Conduct and Disciplinary Procedures (revised from time to time), that all the information supplied above is correct and that I have not withheld any relevant information. I am aware that if I knowingly supply incorrect information, my application will be rejected or my registration with the National Register withdrawn at any future date.

Signature

Date

NRPSI reserve the right to reject an application. Should an application be rejected, the administration fee is non-refundable.