

# 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 6

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.
- iii) to verify your qualification with the issuing body

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 THE NRPSI WEBSITE**

#### 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. Clients 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. Please supply your Date of Birth for our identification purposes: \_\_/\_\_/\_\_\_\_

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

## 2 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"/> |

## 3 CONTACT DETAILS

You may choose the contact information shown with your record on our website.

Please tick a box below to confirm which contact details you would like to list.

Mobile Telephone Number

Email Address

Link to Website

Website address:

# YOUR QUALIFICATIONS AND EXPERIENCE

## 4 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. NRPSI reserves the right to contact the body that issued your qualifications for verification or any clarifications, if necessary.

**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     |       |                            |      |              |
| Public Service Interpreting (2) |       |                            |      |              |
| Conference Interpreting         |       |                            |      |              |
| Translation                     |       |                            |      |              |
| Masters                         |       |                            |      |              |
| Degree                          |       |                            |      |              |
| CPD (Courses attended)          |       |                            |      |              |
|                                 |       |                            |      |              |

## 5 SECURITY CLEARANCE/CONVICTIONS

A valid security clearance document is a requirement for registration. The applicant must provide valid security clearance documents which will be recorded on the public register and will be searchable by users.

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

Please take note of the Code of Professional Conduct, in particular the requirement to report unspent convictions.

### 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.

## 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

Hours

Consecutive/Liaison Interpreting

Hours

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 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.



## 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 the website for acceptable documents.
- Original certificates of educational qualifications & up-to-date proof of association membership(s) as requested in sections 2 and 4.
- 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' on the website.
- Security Clearance documents and convictions information as requested in section 5.
- 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).
- The fee. We accept Credit Card payments, online banking Faster Payments, or cheques, which should be made payable to "NRPSI Limited". Current application fees are on the website.

## 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. I consent to my details being made available on the online register.

Signature

Date

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

**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**