

PERSON SPECIFICATION	
JOB TITLE: CASUAL INTERPRETER (SELF-EMPLOYED)	
	Essential criteria
Education and Qualification	<p>Evidence of recognised interpreting qualification or other relevant bilingual or overseas qualification in nominated language.</p> <p>and/or</p> <p>Some experience of undertaking paid or unpaid interpretation/translation work.</p> <p>Good level of general education</p>
Specialist Skills	<p>Fluency in one or more languages.</p> <p>Able to interpret/translate information in a clear, concise and accurate manner.</p> <p>Ability to deliver services in a culturally sensitive manner.</p>
Personal skills	<p>Able to communicate effectively both orally and in writing.</p> <p>Ability to remain calm under pressure</p> <p>Good customer service skills</p> <p>Professional manner and appearance</p> <p>An understanding and observance of impartiality and confidentiality.</p> <p>Sympathetic to refugee, migrant and human rights issues.</p>
Work circumstances	<p>Must be flexible enough to work within a wide range of environments.</p> <p>Face-to-face appointments require travel.</p> <p>Willing to undertake relevant training as and when required.</p> <p>Commitment to work within the Code of Conduct and Equal Opportunities Policy.</p>

EVIDENCE SHOWING PERMISSION TO WORK WITHIN THE UK

Along with your application, please include copies of documents from LIST 1 **or** from LIST 2 to prove you have the right to work in the UK.

We will not process your application without this.

LIST 1

Please provide one of the following documents to show you have permission to work within the United Kingdom:

- A EEA Passport or a EEA National Identify Card
- A United Kingdom Passport
- A residence permit issued by the Home Office to a national from the EEA or Switzerland
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from an EEA country or Switzerland who is resident in the UK
- A passport or other travel document endorsed to show you can stay indefinitely in the UK, or has no time limit on your stay
- A passport or other travel document endorsed to show that you can stay in the UK; and this endorsement allows you to do the type of work we are offering if you do not have a work permit
- An Application Registration Card issued by the Home Office to an asylum seeker stating that you are permitted to take up employment.

LIST 2

Please provide one document from item A plus one document from item B; or the document from item C plus one document from item D to show you have permission to work in the United Kingdom:

Item A

P45, P60, National Insurance Number and name, or a letter from a Government Agency.

Item B

- UK full birth certificate which includes the names of your parents
- Birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalisation stating that you are a British citizen
- A letter issued by the Home Office showing you can stay indefinitely in the UK, or has no time limit on your stay
- An Immigration Status Document issued by the Home Office to you endorsed to show you can stay indefinitely in the UK, or has no time limit on your stay
- A letter issued by the Home Office which indicates you can stay in the UK, **and** this allows you to do the type of work we are offering
- An Immigration Status Document issued by the Home Office to you with an endorsement that you can stay in the UK, **and** do the type of work we are offering.

Item C

- A work permit or other approval to take employment that has been issued by Work Permits UK

Item D

- A passport or other travel documents endorsed to show that you are able to stay in the UK and can take the work permit employment in question
- A letter issued by the Home Office confirming that you are able to stay in the UK and can take the work permit employment in question.

LANGUAGES (IN ORDER OF FLUENCY)

Mother tongue(s):

Other languages in which you are proficient for interpreting / translation purposes:

Language	Level of proficiency (Fluent/Advanced/Intermediate)

INTERPRETING / TRANSLATION EXPERIENCE

Please tell us briefly about any interpreting / translation experience you have:

**Please continue on a separate sheet if necessary*

PRESENT OR MOST RECENT EMPLOYMENT

Present / Last Employer:

Job Title:

Brief Job Description:

Start Date:	End Date (if relevant):
Reason for Leaving:	
Address of Employer:	Contact person:
	Contact telephone:

**Please continue on a separate sheet if necessary*

REFERENCES

Please provide the names and contact details of two referees. Both should be in relation to previous employment or studies. At least one should be in relation to your interpreting / translation skills.

Name:	Name:
Organisation:	Organisation:
Position:	Position:
Address:	Address:
Email:	Email:
Telephone:	Telephone:
In which capacity do you know this person?	In which capacity do you know this person?

ARE YOU IN GOOD HEALTH?

ARE THERE ANY DISABILITIES THAT MAY AFFECT YOUR APPLICATION?

Please describe disabilities and

- a) Any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application,
- b) Any reasonable adjustments that you feel should be made to the job that would enable you to carry out the job.

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?
Declaration subject to the Rehabilitation of Offenders Act

YES
NO

Please delete one

EMPLOYMENT STATUS

I understand that if I am offered the position of Casual Interpreter / Translator with ClearVoice Interpreters and Translation Limited I will be contracted on a **self-employed** basis.

It is your responsibility to register yourself as self-employed.

RECRUITMENT POLICY

It is our policy to contract highly skilled people and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, gender, age, sexual orientation, marital status or disability.

VERIFICATION OF INFORMATION / DECLARATION

I authorise the company to obtain references to support this application after interview and prior to an offer being made and accepted. I release the company and referees from any liability caused by giving and receiving information.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete.

Any false statement may be sufficient cause for rejection or, if contracted, dismissal.

Signature:

Date:

PLEASE RETURN THE COMPLETED FORM TO info@clearvoice.org.uk

or

Clear Voice Interpreters and Translation Limited
Charlton House
Dour Street
Dover
Kent CT16 1AT

Please remember to include proof of your right to work in the UK and copies of any interpreting / translation qualifications.

EQUAL OPPORTUNITY MONITORING FORM

Clear Voice Interpreters and Translation Limited is committed to promoting equality, diversity and an inclusive and supportive environment for all.

In particular, we seek to ensure that people are treated equitably regardless of their gender, race, colour, ethnic or national origins, age, disability, socio-economic background, religious beliefs, marital status, family responsibilities, sexual orientation or other distinction.

In order to monitor the impact of this policy, it is necessary to collect information from all applicants on the key characteristics which relate to equality and diversity in employment.

The information collected will be used for monitoring purposes under the terms of the Data Protection Act 1998. The information will be used to form statistical reports to assess the impact of our policy and promote equality of opportunity. On receipt of your application, this form will be detached and separated. The information contained in this form will not be disclosed to any persons responsible for the short-listing or selection process.

You should declare a disability below if you perceive yourself at a disadvantage in obtaining, keeping or advancing your work due to a physical, sensory, mental, dietary, communicative, psychiatric, allergic or other impairment

Date of Birth	
Disability	I wish to declare a disability (brief detail)
Sex	
Ethnicity	PLEASE SELECT FROM White European White Other Black Caribbean Black African Black Other Asian Indian Asian Pakistani Asian Bangladeshi Asian Other Chinese Other
Nationality	

Signed		Print name	
Date			

Please ensure that this form is returned with your completed application form