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**Date:** .....

**Subject:** **APPLICATION FORM**

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**1. Please provide your personal details.**

Title: .....

Surname: .....

Name: .....

Middle Name (*if applicable*): .....

Date of Birth: .....

Gender: Male Female

Country of origin: .....

Country of residence: .....

Years of residence: .....

Address: .....

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Phone: .....

Email: .....

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**2. Please mark relevant categories.**

Translation

Certified Translation

Editing

Interpreting

Proofreading

Transcription

Localisation

Other: .....

Please specify "Other": .....

.....

**3. Please provide your language pairs and proficiency.**

Source language(s) / from:	Target language(s) / into (mother tongue/ other languages that you speak/write at native level):
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....

**4. Please indicate your area(s) of specialisation.**

Legal	<input type="checkbox"/>	Art / Literature	<input type="checkbox"/>
Banking / Finance	<input type="checkbox"/>	Media	<input type="checkbox"/>
Business / Economics	<input type="checkbox"/>	IT / Computing	<input type="checkbox"/>
Marketing / Advertising	<input type="checkbox"/>	Tech / Engineering	<input type="checkbox"/>
Social Services and Public Sector	<input type="checkbox"/>	Sciences	<input type="checkbox"/>
Real Estate	<input type="checkbox"/>	Medicine / Pharmaceutical	<input type="checkbox"/>
Publication Translation	<input type="checkbox"/>		
Others: .....			
.....			

**5. Please provide your academic qualifications.**

College/University/Institute	Dates	Qualifications
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
.....	.....	.....



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**6. Please provide your professional experience.**

Employer ( <i>translation agency or client</i> )	Dates	Details
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
.....	.....	.....

How many years of total relevant professional experience do you have?

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**7. Please provide at least two professional references with contact details.**

Referee name	Company name	Email address	Phone
1. ....	.....	.....	.....
.....	.....	.....	.....
2. ....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

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**8. Please indicate membership of a recognised professional body**  
(such as ATA, ITI, CIOL or any equivalent body in your country).

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**9. Please indicate whether you have any professional insurance.**

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**10. Please indicate your payment preferences.**

- 1) Bank transfers
- 2) PayPal
- 3) Skrill
- 4) Other (*please specify*): .....

**For translators:**  
please complete **Part A**  
(**questions 11-13**) and  
**question 16.**

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**Part A (questions 11-13)**

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**11. Please indicate your rate per source word in GBP .**

(in case of character-based languages, please, indicate how you charge and your rate).

Translation rate per word: .....

Localisation rate per word: .....

Proofreading and editing rate per word: .....

Trans. min. charge: .....

Certified translation charge: .....

Other relevant comments: .....

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**12. Please indicate the average number of words you can translate per day.**

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.....

**13. Please mark computer tools that you use.**

COMPUTER SOFTWARE

Word	<input type="checkbox"/>	Quark	<input type="checkbox"/>
Excel	<input type="checkbox"/>	InDesign	<input type="checkbox"/>
Power Point	<input type="checkbox"/>	FrameMaker	<input type="checkbox"/>
Publisher	<input type="checkbox"/>	HTML	<input type="checkbox"/>
Adobe Acrobat	<input type="checkbox"/>	XML	<input type="checkbox"/>
PageMaker	<input type="checkbox"/>	Other: .....	
		.....	

TRANSLATION MEMORY TOOLS

TRADOS	<input type="checkbox"/>	WORDFAST	<input type="checkbox"/>
SDLX	<input type="checkbox"/>	PASSOLO	<input type="checkbox"/>
MemoQ	<input type="checkbox"/>	DEJAVU	<input type="checkbox"/>
Other: .....			
.....			

**For interpreters:**  
 please complete **Part B**  
 (questions 14-15) and  
 question 16.

**Part B (questions 14-15)**

**14. Please indicate area(s) of specialisation (Yes/No).**

You also need to specify whether you are nationally/internationally mobile.

Public service: .....

Consecutive interpreting: .....

Ad-hoc interpreting: .....

Whispered interpreting: .....

Simultaneous interpreting: .....

Telephone interpreting: .....

Are you nationally mobile? .....



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info@sunflore.com  
www.sunflore.com

**15. Please indicate your rates in GBP.**

	Per Hour	Per Half Day	Per Day
Consecutive	.....	.....	.....
Simultaneous	.....	.....	.....
Whispered	.....	.....	.....
Public Service	.....	.....	.....
Minimum charge	.....	.....	.....

**16. Please provide any additional information, which has not been covered and you think is relevant to support your application (optional).**

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*Thank you for your time. Your application will be reviewed as soon as possible and we will be in touch if you are successful. Unfortunately, your application may not be considered if any of the above requested information is missing.*

**Notice:** I, the undersigned, declare to the best of my knowledge the information provided in this form to be true and accurate.

**I understand that provision of false information can lead to being disqualified as a freelance linguist for Sunflore Ltd.**

**I agree to Sunflore Ltd. holding any information disclosed for the purposes of linguistic recruitment.**

Signature .....