



ITI Qualified Membership – Referee’s Questionnaire Interpreting Reference

**PLEASE USE BLOCK CAPITALS. Return ORIGINAL of completed form to ITI at the address below.
N.B. References cannot be supplied by spouses, partners, family members or colleagues. Referees must have known the candidate for at least one year.**

Candidate’s Name: _____

Referee’s Name: _____

Company/Organisation: _____

Referee’s Address: _____

Telephone No: _____

Email: _____

1. How long have you known the candidate? ____ years

2. In what capacity do you know the candidate?

- Line manager
 Client
 Other, please specify: _____

3. PLEASE GIVE A CLEAR INDICATION OF THE NUMBER OF DAYS AND TYPE OF ASSIGNMENTS that have been carried out for you by this applicant.

4. Into and from which languages has the applicant worked with/for you?

5. Do you consider the applicant’s level of language knowledge to be sufficiently high to perform the level of work carried out for you?

- Yes No No comment

6. Is the candidate’s conduct worthy of membership of a professional body? (Honesty, integrity, reliability, fairness and trustworthiness)

- Yes No No comment

7. From your knowledge, does the candidate satisfy the relevant criteria for membership? Please give careful consideration to the work experience requisite 4.

- Yes No No comment

8. Do you feel you are able to judge linguistically the applicant’s performance, or is your assessment based on general reaction/comments of others?

9. Do you know anything about the applicant’s performance or character which might form an obstacle to his/her admission?

REQUIREMENTS FOR QUALIFIED MEMBERSHIP

- 1. A first degree or postgraduate qualification in a relevant subject or a corresponding qualification accepted by ITI**
- 2. Recommendation regarding ability and good repute by at least three persons**
- 3. Recent professional experience:** A minimum of 200 days over a period of five years plus a successful Assessment Interview; alternatively, a minimum of 120 days over a period of three years plus a Pass in the ITI Membership Examination, and/or successful Assessment Interview.

Date: _____

Signature: _____

STRICTLY CONFIDENTIAL