

# Institute of Translation & Interpreting



## *Police & Court Interpreter Member Application Form*

<b>Office use only:</b>	
Membership number:	
Acknowledged:	
Application fee received:	

I apply to be listed in the category Police & Court Interpreter

I am an existing member of ITI  QUALIFIED  ASSOCIATE  NO

### General information:

- Existing MITI interpreters who want to be listed as a Police & Court Interpreter must fulfil all 1 to 6 minimum criteria. If they can prove that they have already attended an interpreter interview then another will not be necessary.
- Members accepted under this category can refer to themselves as Police & Court Interpreter Member of ITI.

### Minimum criteria:

1. Current Full NRPSI registration (Criteria 2 and 5 will not be applicable)  
Category \_\_\_\_\_ Expiry date \_\_\_\_\_

or

Qualification to DPSI or Metropolitan Police Test or equivalent (all following criteria applicable)

- DPSI
- Metropolitan Police Test
- Equivalent \_\_\_\_\_

2. I attach evidence of a minimum 400 hours' Police and Court interpreting experience  YES  NO
3. CRB  YES  NO Date of disclosure \_\_\_\_\_ Level \_\_\_\_\_
4. I attach a signed copy of the ITI Code of Conduct  
Existing MITI - I confirm my adherence to the ITI Code of Conduct  YES  NO
5. 2 professional references from CJS employers and 1 character reference
6. Interpreter interview (fee payable)  
Existing MITI (I have previously been interviewed by ITI Admissions Committee – date \_\_\_\_\_)
7. Professional Indemnity Insurance  YES  NO  
If YES, please attach a copy of current certificate
8. CPD evidence (I attach evidence of my CPD to date)  YES  NO

**Have you ever been the subject of a professional complaint or disciplinary procedure? YES / NO**

**If YES, please give details on a separate sheet.**

### 1. PERSONAL DETAILS

Surname \_\_\_\_\_ First name(s) \_\_\_\_\_

Title (e.g. Dr/Mr/Mrs/Ms) \_\_\_\_\_ Date of birth    Gender  Male  Female

Address \_\_\_\_\_

Country \_\_\_\_\_ Postcode \_\_\_\_\_

Institute of Translation & Interpreting

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Telephone Number Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Mobile Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

Nationality at Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Present Nationality \_\_\_\_\_ Date of Naturalisation \_\_\_\_\_

Certificate Number \_\_\_\_\_ Length of Residence in UK \_\_\_\_\_

Mother Tongue \_\_\_\_\_

Are you entitled to work in the UK?  Yes  No Are you a non-EC student?  Yes  No

National Insurance Number \_\_\_\_\_

**Medical Reference**

Please tick this box to confirm that you have **no** medical condition that we need to be made aware of e.g. hearing, speech, concentration or stamina

**2. NON-AVAILABILITY**

Place an X in each box to identify times that you might not be available for work.

	Daytime 08:00 – 17:00	Evening 17:00 – 22:00	Nights 22:00 – 08:00
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

**3. MEMBERSHIPS**

There are four main bodies in the UK whose membership may be of importance to Police and Court Interpreters. Please tick the relevant box if you are a member of any of the bodies.

Chartered Institute of Linguists   Membership category \_\_\_\_\_  
 Association of Police and Court Interpreters  \_\_\_\_\_  
 ASLI  \_\_\_\_\_

**4. PROFESSIONAL LANGUAGE USE**

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

Language:		Native	Fluent	Good	Basic
	Oral skills				
	Written skills				
English	Oral skills				
	Written skills				
Language:		Native	Fluent	Good	Basic
	Oral skills				
	Written skills				
English	Oral skills				
	Written skills				

**5. QUALIFICATIONS & CPD COURSES ATTENDED**

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

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

**COPY CERTIFICATES MUST BE SENT – you may be asked to produce originals at a later date**

Note that ITI will ignore qualifications that are not supported by certificates.

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. Institute of Linguists).

	Title	Language and/or Specialism	Year	Organisation
Police & Court Interpreting				
Translation				
CPD				

**6. INTERPRETING TYPES AND HOURS OF EXPERIENCE**

How many years have you been interpreting professionally? \_\_\_\_\_

How many hours of professional Police and Court 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
Number of hours' professional Police & Court Interpreting experience		

**7. WEBSITE**

I agree to my details being available through the ITI on-line directory

**8. SECURITY CLEARANCE/CONVICTIONS**

All applicants **must provide a security clearance document.** Please note that this is a Police and Court requirement.

The Criminal Records Bureau (CRB) has been set up to supply the new Security Clearance document known as CRB Disclosure Notices.

ITI must be provided with one of the following documents in order for your application to be complete:

- Up-to-date CRB Standard or Enhanced Disclosure notice OR
- Valid Metropolitan Police Full Counter Terrorist Check for Unacceptable Criminal Convictions

Your application will not be considered until we are in receipt of your clearance evidence. For information on how to obtain a CRB Standard Disclosure please refer to the CRB information sheet.

**Convictions - this section must be completed.**

**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. GENERAL 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.

**CHECKLIST**

Please ensure that 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.
- Copy certificates of educational qualifications and up-to-date proof of association membership(s) as requested in sections 3 and 5 (not applicable to current NRPSI members).
- Copies of evidence of work experience to support the number of hours of Police & Court Interpreting experience you have stated in section 6 (not applicable to current NRPSI members).
- Copy of Security Clearance document as requested in section 8.
- 2 professional references from CJS employers and 1 character reference (not applicable to current NRPSI members).
- Current certificate of Professional Indemnity Insurance if applicable.
- 2 passport-sized photographs (approximate size 3.5cm x 3.5cm) for your ITI annual ID card (please print your name on the reverse of both photographs).
- If you are a current Full NRPSI member you must enclose a photocopy of your identity card. To continue your membership of ITI you will be required to include a photocopy of your NRPSI identity card with each subscription renewal.
- Signed copy of the ITI Code of Conduct.
- Application fee (not applicable to current members of ITI).

**IF YOU DO NOT ENCLOSE ALL OF THE REQUIRED DOCUMENTATION AND EVIDENCE, YOUR APPLICATION WILL BE DELAYED. YOU MAY BE ASKED TO PRODUCE ORIGINALS OF ANY DOCUMENTATION SUPPLIED AT A LATER DATE.**

**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**

**DECLARATION**

**I declare that I have read and agree to the ITI Code of Conduct and that all the information supplied above is correct and that I have not withheld any relevant information. I am aware that if I have knowingly supplied incorrect information, my application will be automatically rejected or my membership of ITI may be withdrawn at any future date.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please note:  ITI reserves the right to reject an application – however, the application fee is non-refundable.
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