



# Intake form for translator-interpreter candidates

= click/tick if applicable

## BEFORE

- I apply as a translator and/or interpreter at the Immigration Office (IO);
- I apply as a translator and/or interpreter at the Office of the Commissioner General for Refugees and Stateless Persons (CGRS);
- I apply as a translator and/or interpreter at the IO and the CGRS.

## A. PERSONAL DATA

Name: .....

First name: .....

Mobile phone: .....

E-mail address:.....

Address (street & number): .....

(postal code, city): .....

Gender: .....

Date of birth: .....

Place of birth: .....

Land of birth: .....

Country of origin (if different than country of birth): .....

Current nationality:.....

Have you filed an application for international protection (application for asylum) (in the past)?

Yes

In Belgium

Do you agree that the CGRS interpretation service looks into your asylum file?

Yes

No

In another EU Member State

Which member state? .....

No



**We would like to receive an extract from your criminal record. Please include it as an attachment.**

**B. ACCOUNTING DETAILS**

- I am currently self-employed.
- I am not currently self-employed.
  - I am willing to become self-employed.
  - I am not willing to become self-employed.

**C. EDUCATION DETAILS**

**1. School education**

**a. Country of origin**

Did you attend school in your country of origin?

- Yes

Which school education did you receive in your country of origin?

- equivalent to higher or university education
- equivalent to Belgian secondary education
- equivalent to Belgian primary education

In what language did you receive that education? .....

Do you have a diploma/certificate/... proving this education?

- Yes
  - No
- No

**b. Belgium or EU Member State**

Do you hold a Belgian diploma/certificate or a diploma/certificate/... from another EU Member State?

- Yes

What is the highest degree you obtained?

- master's degree in translating and interpreting
- other master's degree

- bachelor's degree in applied linguistics
- other bachelor's degree
- secondary education (or equivalent)
- primary education (or equivalent)

In what language is that diploma/... drawn up? .....

No

## 2. Specific interpreter or translator training (other than school education)

### a. Interpreter training

What specific interpreter training did you receive?

- Belgian sworn interpreter
- Flemish social interpreter
- Other

What training? .....

How many hours did it amount to? .....

Do you have a diploma/certificate/... proving this interpreter training?

- Yes
- No

### b. Translator training

What specific translator training did you receive?

- Belgian sworn translator
- Flemish social translator
- Other

What training? .....

How many hours did it amount to? .....

Do you have a diploma/certificate/... proving this translator training?

- Yes
- No

**We would like to receive a copy of your diplomas/certificates... Please include them as an attachment.**

**D. LANGUAGE SKILLS** (based on the [Common European Framework of Reference for Languages \(CEFR\)](#))

**1. Mother tongue**

What is your mother tongue? .....

Do you command your mother tongue orally and/or in writing?

Orally (interpreting)

How well do you command your mother tongue ORALLY?

Adequately to well (= A1 to B2 CEFR)

Very well (= C1 CEFR)

Perfectly (= C2 CEFR)

in writing (translation)

How well do you command your mother tongue IN WRITING?

Adequately to well (= A1 to B2 CEFR)

Very well (= C1 CEFR)

Perfectly (= C2 CEFR)

Do you have a diploma/certificate... proving that you have a very good (= C1 CEFR) or perfect (= C2 CEFR) command of your mother tongue?

Yes

No

**2. Spoken languages (interpreting) other than mother tongue**

**a. Source language(s)**

Besides your mother tongue, do you command any languages other than Dutch, French or English from which you wish to INTERPRET and to what extent do you command those source language(s)?

Yes

Source language: .....

Adequately to well (= A1 to B2 CEFR)

Very well (= C1 CEFR)

Perfectly (= C2 CEFR)

Do you have a diploma/certificate/... proving that you have a very good (= C1 CEFR) or perfect (= C2 CEFR) command of this language?

Yes

No

Source language: .....

- Adequately to well (= A1 to B2 CEFR)
- Very well (= C1 CEFR)
- Perfectly (= C2 CEFR)

Do you have a diploma/certificate... proving that you have a very good (= C1 CEFR) or perfect (= C2 CEFR) command of this language?

- Yes
- No

Source language: .....

- Adequately to well (= A1 to B2 CEFR)
- Very well (= C1 CEFR)
- Perfectly (= C2 CEFR)

Do you have a diploma/certificate... proving that you have a very good (= C1 CEFR) or perfect (= C2 CEFR) command of this language?

- Yes
- No

Source language: .....

- Adequately to well (= A1 to B2 CEFR)
- Very well (= C1 CEFR)
- Perfectly (= C2 CEFR)

Do you have a diploma/certificate... proving that you have a very good (= C1 CEFR) or perfect (= C2 CEFR) command of this language?

- Yes
- No

No

**b. Target language(s)**

To which target language(s) (= Dutch, French and/or English) do you wish to INTERPRET and to what extent do you command those target language(s)?

- Dutch
  - Adequately to sufficiently (= A1 to B1 CEFR)
  - Well (= B2 CEFR)
  - Very well (= C1 CEFR)
  - Perfectly (= C2 CEFR)

Do you have a diploma/certificate/... proving that you have a good (= B2 CEFR), very good (= C1 CEFR) or perfect (= C2 CEFR) command of Dutch?

- Yes
- no

French

- Adequately to sufficiently (= A1 to B1 CEFR)
- Well (= B2 CEFR)
- Very well (= C1 CEFR)
- Perfectly (= C2 CEFR)

Do you have a diploma/certificate... proving that you have a good (= B2 CEFR), very good (= C1 CEFR) or perfect (= C2 CEFR) command of French?

- Yes
- No

English

- Adequately to sufficiently (= A1 to B1 CEFR)
- Well (= B2 CEFR)
- Very well (= C1 CEFR)
- Perfectly (= C2 CEFR)

Do you have a diploma/certificate... proving that you have a good (= B2 CEFR), very good (= C1 CEFR) or perfect (= C2 CEFR) command of English?

- Yes
- No

### 3. WRITTEN languages (translation) other than mother tongue

#### a. Source language(s)

Besides your mother tongue, do you command any other languages besides Dutch, French or English from which you wish to TRANSLATE and to what extent do you command that source language/those source languages?

- Yes

Source language: .....

- Adequately to well (= A1 to B2 CEFR)
- Very well (= C1 CEFR)
- Perfectly (= C2 CEFR)

Do you have a diploma/certificate... proving that you have a very good (= B2 CEFR) to perfect (= C2 CEFR) command of this language?

Yes

No

Source language: .....

Adequately to well (= A1 to B2 CEFR)

Very well (= C1 CEFR)

Perfect (= C2 ERK)

Do you have a diploma/certificate... proving that you have a very good (= C1 CEFR) to perfect (= C2 ERK) command of this language?

Yes

No

Source language: .....

Adequately to well (= A1 to B2 CEFR)

Very well (= C1 CEFR)

Perfectly (= C2 CEFR)

Do you have a diploma/certificate... proving that you have a very good (= C1 CEFR) to perfect (= C2 CEFR) command of this language?

Yes

No

Source language: .....

Adequately to well (= A1 to B2 CEFR)

Very well (= C1 CEFR)

Perfectly (= C2 CEFR)

Do you have a diploma/certificate... proving that you have a very good (= C1 CEFR) to perfect (= C2 CEFR) command of this language?

Yes

No

No

## b. Target language(s)

To which target language(s) (= Dutch, French and/or English) do you wish to TRANSLATE and to what extent do you command that target language/those target languages?

Dutch

Adequately to sufficiently (= A1 to B1 CEFR)

Well (= B2 CEFR)

Very well (= C1 CEFR)

Perfectly (= C2 CEFR)

Do you have a diploma/certificate... proving that you have a good (= B2 CEFR), very good (= C1 CEFR) or perfect (= C2 CEFR) command of Dutch?

Yes

No

French

Adequately to sufficiently (= A1 to B1 CEFR)

Well (= B2 CEFR)

Very well (= C1 CEFR)

Perfectly (= C2 CEFR)

Do you have a diploma/certificate ... proving that you have a good (= B2 CEFR), very good (= C1 CEFR) or perfect (= C2 CEFR) command of French?

Yes

No

English

Adequately to sufficiently (= A1 to B1 CEFR)

Well (= B2 CEFR)

Very well (= C1 CEFR)

Perfectly (= C2 CEFR)

Do you have a diploma/certificate ... proving that you have a good (= B2 CEFR), very good (= C1 CEFR) or perfect (= C2 CEFR) command of English?

Yes

No

**We would like to receive a copy of your diplomas/certificates... Please include them as an attachment.**

## E. INTERPRETING AND/OR TRANSLATION EXPERIENCE

Have you already performed **INTERPRETING ASSIGNMENTS** on an official basis (for lawyers, companies, government agencies, etc.)?

Yes

Client + starting date of the interpreting activity for that client:

.....

rarely  occasionally  regularly  frequently

Client + starting date of the interpreting activity for that client:

.....

rarely  occasionally  regularly  frequently

Client + starting date of the interpreting activity for that client:

.....

rarely  occasionally  regularly  frequently

Client + starting date of the interpreting activity for that client:

.....

rarely  occasionally  regularly  frequently

No

Have you already performed **TRANSLATION ASSIGNMENTS** on an official basis (for lawyers, companies, government agencies, etc.)?

Yes

Client + starting date of the translation activity for that client:

.....

rarely  occasionally  regularly  frequently

Client + starting date of the translation activity for that client:

.....

rarely  occasionally  regularly  frequently

Client + starting date of the translation activity for that client:

.....

rarely  occasionally  regularly  frequently

Client + starting date of the translation activity for that client:

.....

rarely  occasionally  regularly  frequently

No



**F. AVAILABILITY**

At which of the following times are you available to perform **INTERPRETING ASSIGNMENTS**?

- Monday
  - From 8:30 a.m. to 1 p.m.
  - From 1:30 p.m. to 6 p.m.
- Tuesday
  - From 8:30 a.m. to 1 p.m.
  - From 1:30 p.m. to 6 p.m.
- Wednesday
  - From 8:30 a.m. to 1 p.m.
  - From 1:30 p.m. to 6 p.m.
- Thursday
  - From 8:30 a.m. to 1 p.m.
  - From 1:30 p.m. to 6 p.m.
- Friday
  - From 8:30 a.m. to 1 p.m.
  - From 1:30 p.m. to 6 p.m.
- Weekend (Saturday and Sunday)
- I do not have fixed times of availability and prefer to be contacted in advance for an interpreting assignment.

**G. MEDIA**

Do you use social media?

- Yes
 

Which social media? .....
- No

Do you have your own internet page?

- Yes
 

Link? .....
- No

Do you publish on the internet (forum, blog, etc.)?

- Yes
 

Link? .....
- No

