

TRANSLATOR INFORMATION FORM

Date completed

PERSONAL DATA

Name and surname	
Native language	
Telephone	
Mobile phone	
Work phone	
Fax	
e-mail	
Skype	
Web site	

EDUCATION

Professional and/or academic degree	
Higher studies in the field of:	
School	
Postgraduate studies	
School	
Trainings and courses	

LANGUAGE COMBINATIONS

Specify the languages and directions in which you do translations.

From		to	
From		to	
From		to	
From		to	

Estimated number of translated pages	
Estimated number of hours	
Years of professional experience	

SWORN (CERTIFIED) TRANSLATOR

Complete if you have the appropriate qualifications.

Languages	
Date qualifications accredited	

PREFERRED SPECIALIZATIONS

Place an **X** beside your preferred categories or underline chosen specializations. Please keep in mind that your choices should be supported by appropriate education, professional experience or realized projects. Only mark those areas you indeed specialize in.

X	CATEGORY	SPECIALIZATION
	Law	General
	Law	Contracts
	Law	Taxation / Government agencies
	Law	European Union procedures
	Engineering	Automatics / Robotics / Production
	Engineering	Construction / Land-Water Engineering / Mechanical
	Engineering	Telecommunications
	Engineering	Electrical / Electronic
	Engineering	Energy / Power
	Engineering	Motorization / Aviation
	Other	Certificates / Diplomas / Licenses / CV
	Finance	Accounting - general
	Finance	Economics
	Finance	Banking / Investing / Insurance
	Finance	Insurance
	Finance	Accounting – EU regulations
	Business	Business / Trade
	Business	Marketing / Marketing research
	Business	Advertising / PR / Advertising materials
	Business	Trade / Real estate
	Business	Transport / Freight forwarding / Shipping
	Business	Human resources
	Medicine	Pharmacy
	Medicine	Cardiology / Surgery / Ophthalmology / Dermatology
	Medicine	General / Health service
	Medicine	Medical instrumentation
	Natural sciences	Cosmetics / Health
	Natural sciences	Nutrition / Food
	Natural sciences	Agriculture / Zoology / Botany
	Natural sciences	Ecology / Tourism

	Science	Chemistry / Chemical engineering
	Science	Biotechnology / Biochemistry / Microbiology
	Humanities	Psychology / Philosophy / Art
	Humanities	History / Sociology / Political science
	IT	Computer systems / networks / software
	IT	Programming
	Other	Please specify

TRANSLATION TYPES AND OTHER SERVICES

Place an **X** beside each type of translation or service you are able to perform.

	Written
	Written sworn (certified)
	Simultaneous interpreting
	Simultaneous sworn (certified) interpreting
	Consecutive interpreting
	Consecutive sworn (certified) interpreting
	Travelling
	Verification of texts translated by another translator

PROFESSIONAL ACHIEVEMENTS

Provide information about the most important translations you have performed to date.

No.	Date	Project or translation name	Field	Pages
1				
2				
3				
4				
5				
6				

CURRENT CLIENTS

Provide the names of organizations and/or institutions you have performed translations for.

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PROFESSIONAL EMPLOYMENT HISTORY

Provide the last positions you held in organizations, your responsibilities and when it occurred.

No.	Date	Position and organization	Most important responsibilities
1	Present	Position	▪ ▪
		Organization	
2		Position	▪ ▪
		Organization	
3		Position	▪ ▪
		Organization	

REFERENCES Provide companies that can give references about you and their contact details.

Company / Institution	Telephone, e-mail

RATES Provide the rates that would be in effect during our cooperation.

	PL-FOREIGN	FOREIGN-PL
Regular translation 1800 characters with spaces		
Sworn (certified) translation 1125 characters with spaces		
Simultaneous interpreting		
Consecutive interpreting		
Verification of texts translated by another translator 1800 characters with spaces		
Desktop publishing 1 page		

TOOLS Place an **X** beside your selections.

	MS Word
	MS Excel
	MS Access
	MS Power Point
	AutoCAD
	CorelDRAW
	Adobe Photoshop
	Apple computer

What kind of translation tools do you use?

	Wordfast
	Deja-vu
	Trados
	Other, specify
	None

AVAILABILITY AND CAPACITY

Place an **X** beside your preferred response and enter the number of pages/day.

All-day	No. of pages per day	Weekends only	No. of pages per day	After 17:00 only	No. of pages per day

PREFERRED PAYMENT METHOD

Place an **X** besides your preferred response.

Payment method	VAT invoice		Bill		Contract for Specific Work	
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Contract of Specific Work Data

Contract of Specific Work Data	
Address of permanent residence	
Place and date of birth	
Parent names	
NIP	
PESEL	
Bank account no.	
Tax office name and address	
Correspondence address	

ADDITIONAL INFORMATION / COMMENTS :

Please send the completed form to praca@mtlumaczenia.pl

Thank you.

I give my consent to the processing of my personal data for the purpose of job recruitment, in compliance with the law on personal data protection dated 29-08-1997 (Poland's Journal of Laws no. 133, item 883).