

# CHARTERED INSTITUTE OF LINGUISTS

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## CHARTERED LINGUIST - APPLICATION

Only members of the Institute of Linguists (IoL)/Chartered Institute of Linguists (Chartered IoL), the Institute of Translation and Interpreting (ITI) and the Association Internationale d'Interprètes de Conférence (AIIC) are eligible to become Chartered Linguists. The application form must be submitted with a supporting statement, copies of certificates and other documents and any additional information required. Applicants should read the accompanying Guidance Notes and the Rules and Procedures for Application.

### 1 Personal Details

Surname/family name:	
Forename(s)/given name(s):	
Former surname/family name (if any)	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other(s):	
Designations:	

### 2 Address

No./Building/Street:	
Town:	
District:	
County/Province:	
Postcode:	Country:
Correspondence address (if different from above):	
No./Building/Street:	
Town:	
District:	
County/Province:	
Postcode:	Country:

### 3 Contact Details:

Day/Work Tel:	
Evening/Home Tel:	
Fax:	
Mobile:	
Email:	

### 4 Date of birth: (DD/MM/YYYY)

Place of birth:	Town	
	Country	

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Application No.:

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Stage 1 Fee:

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Acknowledged:

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References:

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Stage 1 Assessment:

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Stage 2 Notification:

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Stage 2 Fee:

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Acknowledged:

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Interview:

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Application Committee:

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Decision:

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Registration Fee received:

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Certificate sent:

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Renewal Date:

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**5**

Nationality:

Dual nationality or previous nationality; if applicable: [Guidance Note 1a]

  

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**6 Membership of the IoL / Chartered IoL, ITI or AIC**

Please state current and (if applicable) past membership of each body. Any breaks in membership should be noted here, and further information provided in the Additional Information [Guidance Note 3a]

IoL / Chartered IoL:

Membership grade:

Membership No.:

Year of admission:

Year of cessation of membership (if applicable):

Dates of breaks in membership (if applicable):

ITI

Membership category:

Membership No.:

Year of admission:

Year of cessation of membership (if applicable):

Breaks in membership (indicate periods):

AIC

Membership category:

Membership No.:

Year of admission:

Year of cessation of membership (if applicable):

Breaks in membership (indicate periods):

**7 Registration on the National Register of Public Service Interpreters (NRPSI)**

Year of first registration:

Registration category:

Year of cessation of registration (if appropriate):

Dates of breaks in registration (indicate periods) [Guidance Note 3a]:

**8 Unsuccessful Applications**

Have you ever been unsuccessful in an application for membership or registration in the IoL/Chartered IoL, ITI or AIC? [Guidance Note 2b] Yes:  No:

If yes, indicate the organisation and the year of unsuccessful application; give further details in the Additional Information [Guidance Note 3b]

## 9 Professional Conduct

Has a complaint of professional misconduct ever been upheld against you by any professional association?

Yes:  No:

If yes, give information including the professional body and the relevant dates in the Additional Information [Guidance Note 3c]

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## 10 Other Professional Membership or Registration

Institution / Body:

Membership / Registration category:

Year of Admission:  Year of cessation if applicable:

Method of admission (by exam, election, etc):

Institution / Body:

Membership / Registration category:

Year of Admission:  Year of cessation if applicable:

Method of admission (by exam, election, etc):

Institution / Body:

Membership / Registration category:

Year of Admission:  Year of cessation if applicable:

Method of admission (by exam, election, etc):

## 11 Category of Chartered Linguist registration for which you are applying

Translator:  Interpreter:

Education:  Business, Professions and Government:

### Discipline Specialism(s)

Please state principal specialist discipline(s) (e.g. Conference Interpreting, Public Service Interpreting, Legal Translation, Lecturer in Translation [Guidance Note 1b])

Discipline:

Discipline:

## 12 Languages for which you are applying

Mother tongue:

Variety/Dialect:

### Principal language(s) used professionally

(language/s which you have registered with the IoL, Chartered IoL, ITI or AIIIC; these will normally be the languages to be included in the Register of Chartered Linguists; Guidance Note 1c)

Language:

Variety/Dialect:

Language:

Variety/Dialect:

Language:

Variety/Dialect:

### 13 University Degree(s) and other relevant qualifications

Continue list on separate sheet if necessary. For postgraduate degrees in translation or interpreting, details must be given in the Additional Information [Guidance Note 3d]

First degree (undergraduate):

University (with name of Town/City and Country):

Title of degree (e.g. BA (Hons) Spanish):

Class of degree:

Year of award:

Post-graduate degree (Masters):

University (with name of Town/City and Country):

Title of degree (e.g. MA in Translation):

Class of degree, distinction awarded:

Year of award:

Post-graduate degree (Doctoral):

University (with name of Town/City and Country):

Title of degree (e.g. PhD):

Title of thesis:

Year of award:

Specialised language qualifications Continue list on separate sheet if necessary [Guidance Note 3e]

Diploma in Translation (DipTrans)

Languages:

Year of award:

Diploma in Public Service Interpreting (DPSI)

Languages:

Year of award:

Other qualification

Title:

Awarding body:

Year of award:

Other qualification

Title:

Awarding body:

Year of award:

Other relevant qualifications (continue on a separate sheet if necessary) [Guidance Note 3f]

Institution:

Course:

Qualification gained:

From (MM/YYYY):

To (MM/YYYY):

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## 14 Publications (if applicable)

Year	<input type="text"/>	Title	<input type="text"/>
Publication/Publisher			<input type="text"/>
Year	<input type="text"/>	Title	<input type="text"/>
Publication/Publisher			<input type="text"/>
Year	<input type="text"/>	Title	<input type="text"/>
Publication/Publisher			<input type="text"/>
Year	<input type="text"/>	Title	<input type="text"/>
Publication/Publisher			<input type="text"/>

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## 15 Employment History

Please give details of employment in the last five years. Work as Freelance or Self-employed should be indicated as "Self"; details should be provided, as necessary, in your Supporting Statement [Guidance Note 1d].

From: (MM/YYYY)     To: (MM/YYYY)

Company/agency name and address:

Job description:

Full-time/Part-time:

Language(s) used:

From: (MM/YYYY)     To: (MM/YYYY)

Company/agency name and address:

Job description:

Full-time/Part-time:

Language(s) used:

From: (MM/YYYY)     To: (MM/YYYY)

Company/agency name and address:

Job description:

Full-time/Part-time:

Language(s) used:

Current working practice [Guidance Note 1e]

Hours per week normally engaged in relevant work:

## 16 Referees

Three references are required. Please give details here of the persons who have agreed to provide references. N.B. References must be sent direct by referees [Guidance Note 4]

Name:

Address:

Tel:

Email:

Capacity in which you are known to the referee:

Name:

Address:

Tel:

Email:

Capacity in which you are known to the referee:

Name:

Address:

Tel:

Email:

Capacity in which you are known to the referee:

## 17 Unspent Criminal Convictions

Do you have any unspent criminal convictions (as defined under the Rehabilitation of Offenders Act 1974)

Yes:

No:

If Yes, details should be provided as Additional Information [Guidance Note 3g]

## 18 Supporting Statement and Additional Information

Please provide on a separate sheet or sheets (marked with your name and date of birth) a statement of no more than 1,200 words, setting out how you meet the requirements for Chartered Linguist in the category for which you are applying. [See Guidance Note 2]

The Additional Information required under several headings above should be attached as an appendix to your supporting statement; the Additional Information will not count in the word limit for the supporting statement. [See Guidance Note 3]

Please refer to the Guidance Notes, and the Application Rules and Procedures.

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## 19 Payment (Credit Card or Cheque)

Cheques must be in sterling and made payable to the Chartered Institute of Linguists and sent by post to:  
CL Admissions, Saxon House, 48 Southwark Street, London, SE1 1UN, IK

Type of Card:

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Visa          | <input type="checkbox"/> MasterCard |
| <input type="checkbox"/> Visa Electron | <input type="checkbox"/> JCB        |
| <input type="checkbox"/> Solo          | <input type="checkbox"/> Maestro    |

Card Number:

Start date:  -       Expiry Date:  -

Issue No:       Security Number:

Cardholder's Name (as it appears on the card):

N.B. The application fee (£75 incl. VAT) is payable. Only this amount will be taken on this mandate.

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## 20 Declaration

- I apply for admission to the Register of Chartered Linguists as indicated above.
- I declare that the particulars given above are complete and accurate and that I have read the Rules and Procedures and the accompanying Guidance Notes.
- I confirm that I have disclosed all information concerning any unspent criminal conviction(s), as defined under the Rehabilitation of Offenders Act 1974.
- I consent to the use of the personal data provided herein as necessary for the processing of my application and, if admitted as a Chartered Linguist, for the maintenance of the Register of Chartered Linguists; I have noted that this may include processing by any of the bodies named above, as applicable. [Note: All data will be used in accordance with the Data Protection Act 1998.]

If admitted as a Chartered Linguist

- I undertake to be bound by the Code of Professional Conduct, and such other rules and regulations as may be promulgated concerning Chartered Linguists from time to time, and to be subject to the disciplinary procedures applicable.
- I undertake to use the designation Chartered Linguist only while my registration (renewed annually) remains valid, and to return my Practising Certificate if for any reason I should cease to be registered.
- I consent to the following personal data being held on an on-line, open-access, searchable website maintained by the Chartered Institute of Linguists: name, registration number, section of the Register (Translation/ Interpreting/ Education/ Business, Professions and Government), languages, specialism (e.g. Conference Interpreting, Legal Translation), professional memberships and qualifications.

Signature

Date

## 21 Checklist

The documents listed below must accompany your application

- A CV (no more than two sides of A4) giving details of professional experience.
- Photocopies of qualifying certificates (N.B. copies of certificates will not be returned; originals should not be sent at this stage, but must be presented at Stage 2 of the application process).
- A record of continuing professional development (CPD) undertaken over the last three years (no more than two sides of A4; Guidance Note 4).
- In the case of applications for Chartered Linguist (Translator) or Chartered Linguist (Interpreter), details of the translation or interpreting work undertaken over the Qualifying Period.
- A Supporting Statement of no more than 1,200 words, setting out how you meet the requirements for Chartered Linguist in the category for which you are applying.
- Any Additional Information necessary, as an appendix to the Supporting Statement.
- The application fee (Stage 1 fee). The fee as at September 2007 is £75 (incl VAT). Please note that only this fee is payable at this stage. [See Rules and Procedures]

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