**RECRUITMENT FORM:**  interpreter

translator

proof-reader

1. **PERSONAL AND CONTACT DETAILS:**
   1. Full name: Click or type here to insert the text.
   2. Date and place of birth: Click or type here to insert the text.
   3. Street and house number: Click or type here to insert the text.
   4. Postal code and place: Click or type here to insert the text.
   5. Country: Click or type here to insert the text.
   6. Phone: Click or type here to insert the text.
   7. E-mail: Click or type here to insert the text.
   8. Website/ProZ profile: Click or type here to insert the text.
   9. Bank account number: Click or type here to insert the text.
   10. Mother tongue: Click or type here to insert the text.
2. **EDUCATION**: still studying

1st degree higher studies

2nd degree higher studies

|  |  |  |
| --- | --- | --- |
| 2.1. | University: |  |
|  | Field of study: |  |
|  | Specialty: |  |
|  | Degree: |  |
| 2.2. | University: |  |
|  | Field of study: |  |
|  | Specialty: |  |
|  | Degree: |  |
| 2.3. | Additional trainings/courses: |  |
| 2.4. | Certificates/diplomas: |  |

1. I'm a **certified (court) translator/interpreter**:  NO

YES

Enrolment number (on the official list of certified translators/interpreters): …/…

1. **TRANSLATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Source language** | **Target language** | **Certified (court) translator/interpreter:** |
| 1. |  |  | yes  no |
| 2. |  |  | yes  no |
| 3. |  |  | yes  no |
| 4. |  |  | yes  no |

* 1. **General areas of expertise:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | technique |  | industry |
|  | law |  | economy |
|  | accounting |  | finance |
|  | insurance |  | science |
|  | medicine |  | marketing |
|  | other: Click or type here to insert the text. | | |

* 1. **Detailed areas of expertise:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | electrics |  | contracts |
|  | electronics |  | advertising and marketing materials |
|  | gas industry |  | court and legal |
|  | metallurgy |  | dentistry and prosthetics |
|  | construction and architecture |  | geology and geodesy |
|  | machinery construction |  | finance and banking |
|  | mining |  | manufacture of glass |
|  | chemistry |  | food industry |
|  | procedures and instructions |  |  |
|  | other: Click or type here to insert the text. | | |

1. **INTERPRETATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **source language** | **target language:** | **Liaison:** | **Simultaneous:** |
| 1. |  |  | yes  no | yes  no |
| 2. |  |  | yes  no | yes  no |
| 3. |  |  | yes  no | yes  no |
| 4. |  |  | yes  no | yes  no |

1. **ADDITIONAL INFORMATION:**
   1. I run my own business/ freelancer:  yes  no
   2. Preferred form of payment:  simplified bill

VAT invoice

* 1. My tax ID number (NIP in Poland): Click or type here to insert the text.

1. **CAT TOOLS:**
   1. I work with the following CAT tools:

SDL Trados  MemoQ  other: Click or type here to insert the text.

* 1. My average daily output: Pages (1800 characters): Click or type here to insert the text.

or words: Click or type here to insert the text.

1. **WORK EXPERIENCE:**

|  |  |
| --- | --- |
| I have worked as a translator/interpreter since: … (year). Working as a translator/interpreter is: | |
|  | my main source of income |
|  | an additional work for me |
|  | a temporary/occasional work |

1. **PROPOSED RATES (net)**:

|  |  |  |
| --- | --- | --- |
| 1. | Language pair: | ……….. |
|  | Based on source words: | ……….. for one source word (weighted) |
|  | Based on standard pages (1800 characters spaces included): | ……….. for one standard page |
|  | Certified translation: | ……….. for one standard page (in Poland, containing 1125 characters spaces included) |
| 2. | Language pair: | ……….. |
|  | Based on source words: | ……….. for one source word (weighted) |
|  | Based on standard pages (1800 characters spaces included): | ……….. for one standard page |
|  | Certified translation: | ……….. for one standard page (in Poland, containing 1125 characters spaces included) |
| 3. | Language pair: | ……….. |
|  | Based on source words: | ……….. for one source word (weighted) |
|  | Based on standard pages (1800 characters spaces included): | ……….. for one standard page |
|  | Certified translation: | ……….. for one standard page (in Poland, containing 1125 characters spaces included) |

Herewith I give my consent for the processing of my personal data for the needs of the recruitment process pursuant to Article 6(1a) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

I agree that Damar Translation Studio sp. z o.o. may process my personal data provided in the application documents for the purpose of recruitment and registration of data for future cooperation.

I have read the information clause concerning the processing of personal data by Damar Translation Studio sp. z o.o. and I accept it.

Duty to provide information

According to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR), we inform your personal data is controlled by Damar Translation Studio Sp. z o.o. based in Sosnowiec, ul. Kilińskiego 40/LIII. This data is collected and recorded for recruitment and cooperation purposes. The data is processed basing on your consent (Article 6(1)(a) of the GDPR) and the need to take certain steps before entering into a contract (Article 6(1)(b) of the GDPR). Personal data will be kept for the period necessary for the above-mentioned processes, no longer however than for the duration of the legal relationship between the parties. If no cooperation is entered into during this period, the data will be securely deleted. Each data subject has the right to withdraw his/her consent to the processing of her/his personal data at any time. Withdrawing your consent shall not affect the lawfulness of processing carried out on the basis of consent prior to its withdrawal.

Each data subject has the right to access the content of the data, correct, update them and demand their deletion and (in the cases specified in Article 18 of the GDPR) the right to limit the scope of their processing and transfer to another entity, as well as the right to file a complaint with the President of the Office for Personal Data Protection.

The data may be transferred to entities providing services to the Data Controller, such as IT, accounting, banking and legal services, to institutions authorized by law and other Damar companies. The provision of personal data is voluntary, but failure to do so shall prevent registration and cooperation.

You can contact the Data Protection Officer at [damar@damar.net.pl](mailto:damar@damar.net.pl)