



Greater Manchester IMMIGRATION AID UNIT

INTERPRETER'S APPLICATION FORM

Please note **ALL** shaded areas **MUST** be completed. Other information is preferable but not essential.

If you have any query about this form please contact Asli on 0161 769 8817 or asli@gmiau.org

Contact Details

Name:	
Address	
Telephone Numbers	Land Line Mobile
Email address	

Languages

Please give details of the languages that you specialise in and indicate with a ✓ whether you provide an interpreting service, a translation service or both.

Language	Dialect (if any)	Interpreting	Translation

Finance Details / Status

In order to be able to pay you we require the following information

Are you self-employed?	
Your HM Revenue & Customs Self-employed Tax Reference Number	
National Insurance Number	
Tax Office Address:	
Do you operate through a company? If yes please give name and registered number	

Finance Details Continued / Bank Details

Please provide your bank details so we can pay you by BACs directly into your account.

Bank	
Account Name	
Sort Code	
Account Number	
Email for remittance advice	

Greater Manchester Immigration Aid Unit

1 Delaunays Road, Crumpsall, Manchester, M8 4QS

Tel 0161 740 7722 | Fax 0161 740 5172 | Email info@gmiau.org | www.gmiau.org

Company Limited by Guarantee Registered in England Company No. 2838845
Registered Charity No. 1123908 | List of directors open to inspection at above office.



Qualifications / Referees

In order to ensure that all our interpreters meet the required standards we require the following information. Referees should be people you have provided an interpreting or translation service for.

1 st Referee	Name Address Telephone Email Service provided
2 nd Referee	Name Address Telephone Email Service provided
Training courses attended with dates	
Qualifications	
Membership of Professional Bodies	

Language Related Experience

Total number of interpreting/translation assignments in last 12 months	
Please list main organisations worked for	

Availability

Give details of any times you are not available and the maximum notice required

Availability	
Notice required	
Method of Transport	

Additional Information

To allow us to match our interpreters to the needs of our clients please provide the following information. This information is voluntary and will be held in confidence.

Gender	
Country of Origin	
Region	
Religion	
Date of Birth	

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Confidentiality and Declaration

I declare that the above information is correct.

I agree to work to the GMIAU terms for interpreters.

I confirm that I understand the need to respect individuals' confidentiality when I am providing interpreting services for Greater Manchester Immigration Aid Unit.

I undertake not to discuss details of any case in which I am involved to anyone apart from the Greater Manchester Immigration Aid Unit caseworker.

I understand that, if I do breach confidentiality rules, my name will be deleted from the Greater Manchester Immigration Aid Unit interpreters' database, and my services will no longer be used.

Signed	Date
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Please attach a current CV if available and return to the address below.

We will notify you as soon as possible of the outcome of this application.

For GMIAU use only

<i>Approved</i>	<i>By</i>	<i>Date</i>	<i>Added to DB by</i>	<i>Date</i>
Yes / No				
<i>Comments</i>				

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Terms and Conditions for providing interpretation services

The Greater Manchester Immigration Aid Unit provides a high-quality, free legal immigration advice and representation to people throughout the North West. As such we need to ensure that the interpreters we use are able to provide interpreting services to a high standard and have an understanding of the nature of the work that we do and are committed to providing a high quality service.

The terms and conditions for providing interpretation services to our clients are described below.

1. You need to complete a GMIAU Interpreter / Translator Application form.

The form will give us your details including:

- a) Full contact details
- b) The languages you can provide together with any information you have about your interpreting qualifications and experience as an interpreter.
- c) Contact details of two people who can comment on the quality of your work.
- d) Information about whether you are self-employed and responsible for paying your own tax and national insurance contributions.

You must sign the Confidentiality and Declaration section of the form.

2. All interpreters are expected to comply with the policies of GMIAU including the confidentiality policy, the equality and diversity policy.
3. You will be expected to comply with the GMIAU booking and invoicing procedures which may from time to time be changed. The current procedures are outlined below.
4. You agree to the GMIAU rates of pay which are currently as follows:
 - a) We will pay a minimum of 1 hour and the rate for the first hour is £25.00.
 - b) If the appointment goes over 1 hour the rate is then £10.00 per additional half hour.
 - c) Travel time, when appropriate is paid at £8.00 an hour.
 - d) You can charge reasonable travel costs incurred on public transport or if you use a car at 40p a mile.
5. You will be expected to comply with the GMIAU booking and invoicing procedures which may from time to time be changed.

Procedures for providing interpretation services

The current procedures are:

BOOKING

- a) You will be contacted by a GMIAU caseworker usually by telephone but sometime by fax or email.
- b) When a date and time have been agreed you will be sent an Interpreter Booking Confirmation form. This will be posted, emailed or faxed to you as appropriate.

CANCELLATION

We will always try to give you as much notice as possible of the cancellation of a booking.

- c) If we have to cancel within 24 hours of the start of the booking we will pay you for the time that has been booked. This includes where the client does not turn up for the appointment.
- d) If we give you 24 hours notice or more we will not be liable for paying you for the cancelled appointment.
- e) If an appointment is cancelled because you missed the start time for the appointment we will not be liable for paying for the cancelled appointment.

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ATTENDANCE

- f) When attending the appointment it is helpful if you bring the booking confirmation form with you. At the end of the appointment the booking confirmation form should always be signed/authorized by the caseworker. This is your proof of attendance. You may want to ask the caseworker for a copy of the form once it has been authorised.
- g) Punctuality is appreciated as our caseworkers are very busy.

INVOICING

- h) It is helpful if you send in your invoice as soon as possible. You can complete an invoice at the end of the appointment and pass it straight to the caseworker, if that is easier for you. If invoices are delayed it may mean that we are unable to reclaim the costs from the Legal Services Commission.
- i) If you post your invoice please send it addressed to the caseworker who booked you at GMIAU, 1 Delaunays Road, Manchester M8 4QS
- j) You can use the GMIAU standard invoice if that is easier for, and we can provide blank copies on request.
- k) A separate invoice is required for each job. An invoice for multiple bookings will be returned unpaid.

PAYMENT

- l) Please make sure that we have your bank account details so that we can make payment by BACS directly into your account.
- m) We currently have a payment run once a month
- n) Invoices that are passed for payment in one month are paid in the first 2 weeks of the following month. So, for example, you are booked to do a job on the 6th of January, you send your invoice to the caseworker and they pass it for payment on the 17th January, a BACS payment would be raised by the end of the 2nd week of February and you would receive the money a few days after that.
- o) When the BACS payment is raised a remittance advice will be emailed to you detailing the invoices that are being paid.

MAINTAINING CONTACT AND ATTENDING TRAINING

- p) We ask all our interpreters to keep us informed of any changes in their contact details, including mobile phone numbers, email addresses etc.
- q) It is also helpful to us if you let us know when you will be away (on holiday for example) for a significant time so that we don't ring you during this time.
- r) From time to time GMIAU will organise training for interpreters and we will expect interpreters to attend where possible.

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PLEASE NOTE THAT ITEMS MARKED WITH * MUST BE COMPLETED IN FULL

Date of Interpretation *	
Address of Interpretation – If not GMIAU (as above) please add full address & postcode*	
Language *	
Client Name *	
Name of caseworker seen & case reference *	_____ & _____
Interpretation Duration *	

Interpretation Cost * <i>£25 for 1st hour, then £10 for each subsequent ½ hour</i>	£ _____
Travel Costs * <i>Mileage must be calculated as per AA Route Planner.</i>	Travel Time (actual): _____ x £8 per hour = £ _____ Return mileage of: _____ - _____ miles x 40p = £ _____ Public transport cost (must attach receipts) of: £ _____
T o t a l *	Total interpretation cost: £ _____ Total travel costs: £ _____ Total Cost payable: £ _____

Interpreters signature*:	Date *:
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BACS payment will be made within one calendar month of receipt of your completed invoice.

<i>Caseworkers payment authority / GMIAU use only:</i>	
Legal Help / CLR – Grad Fee / Hourly Rates / Certificate	MCC / Project: _____
Signed & dated by:	
Caseworker signature*:	Date *:

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