



SIN no

# Interpreter Application Form

## Personal Information

First name	Last name (family name)	Date of birth (yyyy-mm-dd)	Place of birth	
Mailing address (number and street)	Apt. #	City	Province	Postal code
Primary telephone number	Secondary telephone number	Email address		

Status (please select one):

Canadian citizen      Canadian permanent resident      Other: \_\_\_\_\_

The Immigration and Refugee Board of Canada (IRB) is committed to equity and diversity. From time to time, the IRB may have specific contract work that requires a contractor of a specific gender. For example, a request may be made for interpretation services for a victim of sexual violence to be provided by someone of the same gender.

**You are not required to self-identify, however if you are interested in self-identifying for this purpose, please do so below.**

I identify as (gender): \_\_\_\_\_

## Language(s) of interpretation (spoken, read, and written) Official Language(s)

List the languages you speak, read, and write and select whether you can translate it to English or French (or both)	Official Language(s)	
	English	French

## Previous interpretation experience

Please select one:

No previous experience

Yes (list below in "interpretation employment or volunteer experience")

**Some proceedings at the Immigration and Refugee Board of Canada may require contractors with knowledge of specialized vocabulary. This can include, for example, knowledge of medical, military, gender-based, religious, or sexual orientation, gender identity and expression, and sex characteristics (SOGIESC) terminology. Contracts will be issued regardless of specialized knowledge, but specialized knowledge may be used to determine suitability for specific assignments. You may self-identify any specialized knowledge you have below:**

**Knowledge of specialized terms:**

Medical terms      Military terms      Gender-based terms      Religious terms      SOGIESC terms

## Availability (Indicate days of the week and times)

## Virtual hearings

The Immigration and Refugee Board of Canada (IRB) is conducting hearings in-person and virtually using Microsoft Teams.

**You must be able to provide services in-person.**

In order to be considered for virtual hearings, you must meet all of the requirements listed below.

Please select the requirements you meet:

You have a computer, tablet, or phone with a webcam that is secure. This should include a legally licensed operating system with up to-date security patches, as well as anti-virus and anti-spyware software, if such security measures are available for your electronic device. For more information, see the Government of Canada [“Cyber Safe” recommendations](#).

A room in your home where you can participate privately, without being disturbed.

[A private internet connection](#) that is stable and fast enough to facilitate reliable videoconferencing (a minimum of 1.5 Mbps).

Access to a telephone throughout any virtual proceeding in case there are any connection challenges with the videoconference connection.

Interpreters must perform their duties from their residence, within Canada.

## Education

Please select each level of education that you have completed (all that apply), or how many years of education you have completed:

Elementary completed

Elementary partially completed (number of years): \_\_\_\_\_

Secondary completed

Secondary partially completed (number of years): \_\_\_\_\_

Post-secondary completed

Graduation Year: \_\_\_\_\_ Title of Diploma or Degree: \_\_\_\_\_

## Employment experience

Are you presently, or have you ever been an employee of the Federal Public Service, a Crown Corporation, the RCMP, the Armed Forces or a Governor-in- Council Appointee?    Yes    No

If yes, and are presently an employee, are you a:

Select one:    Casual    Term    Indeterminate    **and**

Select one:    Part-time    **or**    Full-time

If yes, and are presently an employee, name of dept. or organization: \_\_\_\_\_

If yes, and have been an employee, are you receiving a government pension?    Yes    No

If yes, include your retirement date (yyyy-mm-dd): \_\_\_\_\_

Are you presently, or have you ever been a lawyer or immigration consultant providing immigration services?

No

Yes    Law Society number: \_\_\_\_\_    RCIC number: \_\_\_\_\_

If you have been a lawyer or immigration consultant providing immigration services, and are no longer providing immigration services, please indicate the date you stopped providing immigration services (yyyy-mm-dd): \_\_\_\_\_

Business number (GST-HST), if applicable: \_\_\_\_\_

<b>1. Name of present employer</b>			<b>From (yyyy-mm-dd)</b>	<b>To (yyyy-mm-dd)</b>
Address (number and street)	Apt. #	City	Province	Postal code
Job title and description of duties				
<b>2. Name of previous employer</b>			<b>From (yyyy-mm-dd)</b>	<b>To (yyyy-mm-dd)</b>
Address (number and street)	Apt. #	City	Province	Postal code
Job title and description of duties				
<b>Interpretation employment or volunteer experience</b>				
1. Name		From (yyyy-mm-dd)		To (yyyy-mm-dd)
2. Name		From (yyyy-mm-dd)		To (yyyy-mm-dd)
3. Name		From (yyyy-mm-dd)		To (yyyy-mm-dd)
3. Name		From (yyyy-mm-dd)		To (yyyy-mm-dd)
<b>References (three persons who know of your work, whom we may contact confidentially)</b>				
1. Name and position title		Employed by		Telephone number
2. Name and position title		Employed by		Telephone number
3. Name and position title		Employed by		Telephone number

**Please note: All interpreters must successfully pass a security screening level of Reliability status**

All the information that I have given in this form is true to the best of my knowledge.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date (yyyy-mm-dd)