

## Application for Membership of the North-West Translators' Network Instructions

(updated 30/07/08)

If you wish to apply for Membership of NWTN, please fill in all sections of the [Application Form](#) below and send it together with the following items (unless you are applying for Student Membership, see Enclosures section at bottom of form):

1. a cheque made payable to the North-West Translators' Network for the appropriate amount (see [table](#) below – please note the *pro-rata amounts*), or a bank transfer to North West Translators Network, account number 65270273, sort code 08-92-99, with **your name as payment reference**
2. a completed [payment slip](#) (see below)
3. a stamped self-addressed envelope if you require a receipt
4. and, if you are applying for full membership, photocopied proof of your qualifications

To:

**Kerry Belshaw**  
**NWTN Database Manager**  
**11 Hullet Close**  
**Appley Bridge**  
**Wigan**  
**WN6 9LD (United Kingdom)**

You may complete the form on your computer then print it out (you are strongly advised to keep a copy for your records).

If paying by bank transfer, you can also send the application form and the relevant documents electronically at [database@nwtn.org.uk](mailto:database@nwtn.org.uk). An electronic receipt will be sent on request.

Before completing the form, please read the [Qualifications for NWTN Membership](#) and the [Notes on Completing the Form](#).

**Please allow 28 days for your application to be processed.** We will notify you if your application has been successful.

Please note that membership will only become effective once we have received the appropriate membership fees. The membership year runs from 1 September to 31 August. Pro-rata rates apply (see table below).

<b>NWTN Subscription Rates 2008 - 2009</b>	
<b>Status</b>	<b>Fee</b>
<b>Student</b>	Free
<b>Associate member</b>	£25.00 Full year (£18.75 from 1 December, £12.50 from 1 March, £6.25 from 1 June)
<b>Full member</b>	£50.00 Full year (£37.50 from 1 December, £25 from 1 March, £12.50 from 1 June)

*Please go to next page*

# Benefits of Membership

## These benefits are available to all members:

- You receive our newsletter 4 times a year
- You get access to special support for new translators
- You qualify for reduced rate for training and workshops organised by NWTN
- You can attend our meetings and social events
- You have access to the Members only area of the website, which includes
  - agency alerts
  - notices of events
  - notices of courses and workshops
  - job opportunities
  - directory of members (student members do not appear on the directory)
  - etc.
- You can post news, events and other items on the website
- You can participate in “members only” discussion forums on the NWTN website

## Full Members can enjoy these additional benefits:

- You are listed in the online directory visible to all website users, increasing your visibility as a translator
- You have use of the NWTN logo
- You can vote at the NWTN AGM

Some third-party companies may from time to time provide discounts for NWTN associate and full members. Please consult our website for details ([www.nwtn.org.uk](http://www.nwtn.org.uk)).

DISCLAIMER: THE THIRD-PARTY PRODUCTS AND SERVICES ARE NOT UNDER THE CONTROL OF NWTN AND NWTN IS NOT RESPONSIBLE FOR THEIR CONTENT. NWTN IS PROVIDING THE INFORMATION ABOUT THESE PRODUCTS SOLELY AS A COURTESY AND THE INCLUSION OF ANY PRODUCT OR SERVICE DOES NOT IMPLY ENDORSEMENT BY NWTN. ANY AGREEMENT YOU CHOOSE TO ENTER INTO WILL BE BETWEEN YOU AND THE THIRD-PARTY PROVIDER.

## QUALIFICATIONS FOR NWTN MEMBERSHIP

(extract from the Rules)

(return to the [Application Form](#))

(return to the [Instructions](#))

(...)

3. The Network shall consist of full, associate and student members. Only full members shall be entitled to vote at Annual or Special General Meetings.

4. Candidates for full membership shall be required to show that they possess one of the following qualifications:

Membership or Fellowship of the Institute of Translation and Interpreting, or AITI (this does not include "New" Associates admitted after April 2000).

OR

Membership or Associate Membership of the Translators Guild Ltd.

OR

Membership, Fellowship or Associate Membership of the Institute of Linguists

OR

a Post-Graduate Diploma in Translation and/or Interpreting

OR

a university or polytechnic first degree or equivalent qualification in a language other than their mother tongue and at least one year's full-time or equivalent period of part-time experience\* of translation and/or interpreting

OR

such other qualification or professional experience as may be approved by the General Committee of the Network, provided that such qualification or experience indicates a suitable degree of competence in translating and/or interpreting.

5. No formal qualifications are required for the grade of Associate of the Network. Student membership is available on production of valid student identification.

6. Admission to full or associate membership shall be conditional upon payment of the first annual subscription to the Network's Treasurer.

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\* We usually consider 100,000 words of translation or 40 hours of interpreting over a period of a year to be sufficient for this purpose.

## Notes on Completing the Form

Please refer to these notes when completing the [Application Form](#)  
If the Application Form is not completed accurately, this will delay the processing of your application.

Please note: You will be able to edit some of this information directly from the website, although fields marked with (\*) can only be changed by applying to the database manager.

<b>Company name, (or trading name if used)</b>	If you operate under a trading name, enter your company name here.
<b>Mobile</b>	Mobile telephone number, where applicable.
<b>Email</b>	Members may supply up to two electronic mail address. You must not provide e-mail addresses for temporary e-mail accounts (e.g. University student accounts) or ones that you do not directly subscribe to yourself. Use the standard Internet address structure only, e.g. mymail@beeb.co.uk .
<b>Website (URL)</b>	If you have your own web page, please give its web address. Example: <a href="http://www.workingdirect.co.uk">http://www.workingdirect.co.uk</a>
<b>*Membership type</b>	This refers to the NWTN membership you wish to apply for: Please enter <u>A</u> for Associate Members, <u>F</u> for Full Members or <u>S</u> for Student Members Please note that an application for Full Membership will only be successful if you meet the requirements set out in the <a href="#">Rules</a> .
<b>*Educational qualifications</b>	Graduate, equivalent or higher qualifications only (provide UK equivalents only where verified by a UK or EEC institution, Embassy or Foreign Office).
<b>*Professional qualifications</b>	Membership of other language bodies, institutes, etc., including membership status (e.g. MITI, MCIL, MIBiol., etc.)
<b>*Other affiliations</b>	If you are affiliated to any other professional bodies, please enter those details here (e.g. "Associate Member of ITI, TeleWorker Association", etc.).
<b>*Languages</b>	Please tick the relevant boxes. Translators may offer only one target language.
<b>Specialist subject areas</b>	Up to 5 subject areas only please (only 5 will be displayed in the Directory). The subject areas were developed in 1994 from data supplied by all members in the Network. Suggestions for new subject areas will only be added to the database where requested by four or more members, with mention of any additions then being notified in the NWTN Newsletter. There are no general categories as these do not constitute specialisms. Interpreters are invited to use the "Additional information" box if they specialise, e.g. in police and court work.
<b>Additional information</b>	You may enter up to 1000 characters (about 200 words) including spaces, punctuation, etc., in this box: the database cannot accept more than this. Use this field to provide details of any other qualifications or services you are able to offer potential customers (e.g. editing, proof-reading, typesetting, language tuition), to specify the ranking of the specialist areas you have marked or particular knowledge within them. Also use this field to indicate anything you may want to disclose about your system, including Computer Aided Translation tools (CAT) such as Déjà Vu, SDLX, Trados Translator's Workbench, WordFast etc.) or machine translation tools, hardware or other application software of relevance.

Go to the [Application Form](#)

## Application Form

Please refer to the [Notes on Completing the Form](#)

**Use [TAB] to navigate from one field to the next or click on the field itself. Double-click to display the Text Form Field Options box, enter the information in Default text, then click OK.**

### I. Contact Details

First Name	
Last Name	
Trading Name (if used)	
Address 1	
Address 2	
Address 3	
City	
Postcode	
County/State	
Country	
Telephone 1	
Telephone 2	
Fax	
Mobile	
Email address 1	
Email address 2	
Website (URL)	
Membership Type (A, F or S)	

### II. Languages

<b>General skills</b>
<i>Tick ✓ as appropriate</i>
<b>Translator</b>
<b>Interpreter</b>
Ad-hoc
Consecutive
Simultaneous
Conference

Working languages (up to 8 in order of importance – main language, e.g. English, first). Please note that only <b>ONE</b> language is allowed as Translation Target language. <i>Please put a ✓ in all the boxes which apply</i>				
<b>LANGUAGE</b>	<b>Translation</b>		<b>Interpreting</b>	
<i>rank</i>	Source	Target	Source	Target
1				
2				
3				
4				
5				
6				
7				
8				

**III. Specialist subject area and qualifications**  
(no more than 5 specialist subjects please)

	<i>tick</i>		<i>tick</i>		<i>tick</i>
Accountancy		Economics		Health and Safety	
Automotive Engineering		Education and Training		Humanities and Social Sciences	
Arts and Literature		Electrical and Electronic Engineering		Industrial Processes	
Agricultural and Environmental Sciences		Energy		Legal and Constitutional Affairs	
Business, Commerce, Marketing		Electronics and Telecommunications		Mechanical Engineering	
Biological and Veterinary Science		European and International Affairs		Medicine and Pharmaceuticals	
Chemistry and Chemical Engineering		Finance		Patents	
Civil and Structural Engineering		Food Technology		Pure and Applied Sciences	
Computing, Data Processing and Information Technology		Hotel and Leisure Industry		Textiles and Clothing Industry	

Educational qualifications	
Professional qualifications	
Other affiliations	

Additional Information	
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**Declaration:** *I hereby declare that all the information provided in this Application Form is accurate and truthful and that I have read and accept the **Qualifications for NWTN Membership**. I also agree to abide by the rules which may apply from time to time to the use of the NWTN website.*

**Signature of Applicant:** \_\_\_\_\_

**Date of Application:**

Enclosures:

Student Membership

- photocopied proof of being a full-time student (if you are applying for Student Membership – this would either be a letter from the Student Services of your institution stating that you are a student or a photocopy of a student card issued by the institution clearly showing the academic year)

Associate and Full Membership

- a cheque/postal order made payable to the North-West Translators' Network for the appropriate amount (see table), or payment by bank transfer with your **name as payment reference**
- a completed payment slip
- photocopied proof of qualifications (if you are applying for Full Membership)
- a stamped self-addressed envelope if you require a receipt

<b>Payment Slip</b>	
Please find enclosed cheque for/I have paid by bank transfer* the sum of £            for Associate/Full Membership* of the NWTN.	
Name of Applicant:	
Name of Account Holder:	
Name of Bank:	
Cheque Number:	
Date of Cheque:	

*(return to [Instructions](#))*

\*delete as appropriate