



## CALD Group

51 Hopkins Street  
Footscray Vic. 3011  
Australia

PO BOX 190,  
Footscray Vic. 3011

T: 03 9687 5991  
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info@caldgroup.com.au  
www.caldgroup.com.au

### APPLICATION FOR LISTING ON THE CONTRACT SERVICES DATA BASE

#### Personal Information

<i>Ms/Miss/Mrs/Mr/Dr</i>		<i>Sex (Male or female)</i>	
<i>First Name (include Middle name)</i>			
<i>Surname</i>			

<i>Home Address</i>			
		<i>Postcode</i>	

<i>Postal Address</i>			
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<i>Mobile phone</i>	
<i>Home phone</i>	
<i>Home fax</i>	
<i>e-Mail address</i>	

<i>Date of Birth</i>		<i>Country of birth</i>	
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<i>Are you an Australian Citizen?</i>	
<i>If you are not an Australian citizen, do you have a permanent resident visa?</i>	
<i>If you do not have a permanent resident visa, what type of visa do you have?</i>	
<i>Do you have permission to work in Australia?</i>	

## Education

	Secondary Education	Tertiary Education	Post Graduate Studies
<i>Year completed</i>			
<i>Duration of study</i>			
<i>Country where completed</i>			
<i>Title of: Course/Certificate Diploma/Degree received</i>			
<i>If you studied a foreign language, list the language(s) studied (i.e. French-Secondary, Italian-Tertiary etc)</i>			

## NAATI Accreditation

<i>NAATI registration Number</i>	
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Details of accreditation			
<i>Language</i>	<i>Interpreting NAATI Level</i>	<i>Translating into English NAATI Level</i>	<i>Translating from English NAATI Level</i>
<i>i.e. Japanese</i>	Professional (Level III)		Professional (Level III)

## Non NAATI Accredited Languages

If you work with languages that are not NAATI accredited, or you do not have NAATI accreditation, please complete the following details

**Assessment level:**      1 = Fluent      2 = Very Good      3 = Good      4 = Poor

<i>Assess your skill base</i> ▶	Speaking	Reading	Writing	Understanding
<i>List the language</i> ▼				
<i>i.e. Tongan</i>	1	2	4	1

## Contractor Registration Details

<i>ABN Number</i> <i>(Australian Business Number)</i>	
<i>Are you registered for GST</i> <i>(Copy of GST registration will be required)</i>	

<i>If registered as a:</i> <i>Business - provide Business Name Or</i>	
<i>Sole Trader Name Or</i>	
<i>Registered Company Name</i>	
<i>If company - Are you Incorporated?</i>	

## Professional Services

Please list the name(s) of agencies to whom you provide translation and/or interpreting services, either as a contractor, full time or casual employee - *not mandatory*

<i>Agency Name</i>	<i>Type of services</i> <i>(Interpreting, Translation, Voiceovers, Language Expert</i>	<i>Status</i> <i>(Contractor or Employee)</i>

## Fields of interest & expertise

Please mark which services you are interested to be involved in as a language expert. The CALD Group specializes in a range of language based products and services.

### CALD GROUP SERVICES & PRODUCTS

<i>Services &amp; Products</i>	<i>Tick if interested</i>
<i>Translation of personal documents</i>	
<i>Translation of projects (brochures, pamphlets, reports etc)</i>	
<i>Testing language proficiency of bilingual staff</i>	
<i>Team Leader - Focus Group Testing (language based)</i>	
<i>Consultancy work</i>	
<i>Training – role plays</i>	
<i>Training – delivery of established programs</i>	
<i>Voiceovers and voice talent (language based)</i>	
<i>Multilingual Call Centre work – contract project based</i>	
<i>Interpreting – Delegations, Business &amp; International Clients</i>	

# CHECK LIST

Please check to ensure that copies of all listed documents are included in your application. Please do not send originals, ordinary copies are accepted. If you are unable to send all, or some of the relevant documents with your application, you can submit them later.

## DOCUMENTS REQUIRED

<i>Document</i>	<i>Tick if attached</i>
<i>Copy of Driver's Licence or Passport (with photo)</i>	
<i>Copy of NAATI accreditation</i>	
<i>Copy of ABN registration</i>	
<i>Copy of GST registration (if registered)</i>	
<i>Copy of relevant insurance policies (if you possible)</i>	
<i>Copy of Police Clearance report (if you already have one)</i>	
<i>Other documents you wish to submit (list):</i>	
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

Last updated Tuesday, 13 April 2010

## Send your completed application to:

**By post:** CALD Group  
 PO BOX 190  
 Footscray, Vic. 3011

**Hand delivery:** 51 Hopkins St  
 Footscray, Vic. 3011

(Only 4.6km from the city, ample parking at rear of building)

