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**I**nternational *(Manufacturing)* **L**anguage **T**ranslation **S**ervices **– ILTS**

**Professional Translation for Companies, Organizations, and Corporations Active in Domestic as well as International Markets**

**www.ilts.ir**

**English, Russian, French and Arabic Languages**

**Registered Company-Reg. Number: 535**

**APPLICATION FOR THE RECRUITMENT**

 **OF *EXPERIENCED* TRANSLATORS**

**Fill out the application form and e-mail (info@ilts.ir) it**

**to ILTS Translation Co.**

**PERSONAL INFORMATION**

 DATE OF APPLICATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Details:**

|  |  |
| --- | --- |
| First Name |  |
| Last First |  |
| Date of Birth |  |

**Address/s:**

|  |  |
| --- | --- |
| Full Postal Address: |  |
| Alternate Address(If applicable): |  |

**Contact Information:**

|  |  |
| --- | --- |
| Mobile Phone Number: |  |
| Landline Number: |  |
| Primary E-mail Address: |  |
| Secondary E-mail address: |  |

|  |  |
| --- | --- |
| How did you learn about our company?  |  |

|  |  |
| --- | --- |
| Are you currently employed? If yes, where? |  |

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Level of Education | Name of School/College/ University | Major/ Field of Study | Year You Finished This Program |
| 1. | High School Diploma |  |  |  |
| 2. | Associate Degree  |  |  |  |
| 3. | BA |  |  |  |
| 4. | MA |  |  |  |
| 5. | PhD |  |  |  |

**PREVIOUS EXPERIENCE**

**Please list beginning from most recent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Your Employer | Your Job / Responsibility There | When Did You Start Working There? | Why Did You Stop Working There? |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**Language/s that you are proficient at:**

|  |  |
| --- | --- |
| What language/s do you have experience in translating? | Put a checkmark in the relevant yellow box/es. |
| English | Russian | Arabic | German | French |
|  |  |  |  |  |

If you happen to have any publication,

 write them here. Start from the most recent one first

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | What was the name of the work you translated into Persian? | How many pages was the work? | What publication was it published by?  | What was the original name of the work? | What was the work about and why did you choose it? |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

**What is your translation preference?**

**Checkmark the relevant yellow box/es.**

|  |  |  |
| --- | --- | --- |
| English to Persian | Persian to English | Both |
|  |  |  |

**What subject/s are you most experienced and interested in translating? Checkmark the relevant yellow box/es.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Texts in humanities | Texts in medicine | Texts inengineering | Texts inarts | Texts in petroleum industry | My personal preference is to translate texts that are about( write the name of the kind of text/s in the) |
|  |
| I am very good |  |  |  |  |  |  |
| I am good |  |  |  |  |  |  |
| I am familiar |  |  |  |  |  |  |

The websites and online translation services that I am / was

 working with are/were:

|  |  |  |  |
| --- | --- | --- | --- |
|  | The name and address of the website: | How long have you been working with this site? | What kind of text/s have you translated for it? |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

Thank you for applying to ILTS.

APPLICANT DATA RECORD