**TRANSCRIBER REGISTRATION FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | | | | |
| **Address:** |  | | | **Home telephone:** | |  | | |
| **Mobile Telephone:** | |  | | |
| **Email address** *(must be personal to you as opposed to a shared email address)*: | | | |  | | | | |
| **Please confirm you have access to the following:** | | | | | | | | |
| **PC with virus protection** | | | Y/N | | **USB foot pedal** | | | Y/N |
| **Broadband Internet** | | | Y/N | | **Headset** | | | Y/N |
| **Microsoft Word** *(thorough knowledge including tab setting, paragraph/line spacing etc)* | | | Y/N | | **Transcription software** *(please specify)*: | | | Y/N |
| **QUALIFICATIONS:** | | Level/ wpm | Date | |  | | Level | Date |
| **Typing speed:** | |  |  | | **English Language** | |  |  |
| **RSA/WJEC/Pitmans** | |  |  | | **Other languages** *(please specify)* | |  |  |
| **Areas in which you have transcription experience**: | | | | | | | | |
| **Legal** | | | Y/N | | **Court hearings** | | | Y/N |
| **Medical** | | | Y/N | | **Multi-speaker** | | | Y/N |
| **Police interviews** | | | Y/N | | **Covert recordings** | | | Y/N |
| **Poor quality and non-UK accents** | | | Y/N | | **Other (please specify):** | | | Y/N |
| **UK regional accents** | | | Y/N | | **Non-UK accents** | | | Y/N |
| **Please give a brief summary of any work history which you feel is relevant to undertaking transcription work**: | | | | | | | | |
| **How many hours per week do you wish to work** (20 hours minimum)**?** | | | | |  | | | |
| **Which days/hours will you be available** *(eg Mon-Fri, 9am-4pm, Sat 10am-2pm)****:*** | | | | |  | | | |
|  | | | | | | | | |
| **For office use only:**  CV/Registration Form received:  Reference(s) received:  Copy documents received/checked: | | | | | | | | |
| Contract signed:  Security checklist received: | | | | | | | | |
| DBS check completed/date: | | | | | | | | |