**TRANSCRIBER REGISTRATION FORM**

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| --- | --- |
| **Name:** |  |
| **Address:** |  | **Home telephone:** |  |
| **Mobile Telephone:** |  |
| **Email address** *(must be personal to you as opposed to a shared email address)*: |  |
| **Please confirm you are registered as self-employed with HMRC** Y/N**and that 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: |