

## Independent Translator Policies and Application Form

**Thank you** for your interest in working with the Germanic-American Institute's Language Services (GAI-LS) as an independent translator-contractor. Please complete the form below and attach a resume. We may not be able to use your services in the near future, but your name and data will be kept on file and we'll call on you when the need for your specific language skills and subject matter expertise arises.

### Our Policies

- We welcome samples from the translator's files that show a translator's capabilities. These samples are carefully evaluated and help us select the right translator when the occasion arises. Please send your samples via regular mail or fax.
- We expect our translators to be honest in assessing their capabilities and not to accept work for which they are not qualified.
- We pay our translators on time, every time.
- We expect our translators to strictly observe the deadlines agreed upon and to contact us immediately if they encounter unexpected difficulties in the performance of their assignments.
- Your first-time translation with GAI-LS will automatically be put through a proofreading process. Please be advised that if your translation is of a quality which requires additional translation/reworking, your compensation will be reduced accordingly.
- Rates for each translation job are agreed upon prior to the job assignment, based on the difficulty and topic of the source text. The rates you submit to us are not necessarily the rate you will be offered when we contact you with a job offer.

### Please Complete the Following Form

Please complete the following form and mail with your CV/Resume and rate sheets to

Germanic-American Institute  
Language Services - Translations  
301 Summit Avenue  
St. Paul, MN 55102

The information you provide will be entered in our database, and we will contact you as needed. This may not happen in the near future, so whenever your contact information changes, please drop us a line even if you haven't heard from us for a while.

If you wish to send a sample of your work, please mail it to the above address (Don't forget to include both source and target language texts. (Please **do not send via e-mail** - Thank you!)

### Please PRINT or type

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip code: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Eve: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Web Site? \_\_\_\_\_

**Germanic-American Institute - Language Services**  
301 Summit Avenue • St. Paul, MN 55102  
Phone: 651-222-2979 • Fax: 651-222-6295 • email: [translations@gai-mn.org](mailto:translations@gai-mn.org)  
Web site: [www.gai-mn.org](http://www.gai-mn.org)

Form of work permission in the USA (e.g., citizen, permanent resident, etc.) \_\_\_\_\_

First (native) Language: \_\_\_\_\_

Source Language(s) (i.e., translating from): \_\_\_\_\_

Target Language(s) (i.e., translating into): \_\_\_\_\_

Years of translation experience: \_\_\_\_\_

Qualifications/Education summary: \_\_\_\_\_

Please list your special areas in order of strength

Specialty 1: \_\_\_\_\_ Specialty 2: \_\_\_\_\_

Specialty 3: \_\_\_\_\_ Specialty 4: \_\_\_\_\_

Which computer formats can you work with (PC, MAC): \_\_\_\_\_

Which document formats can you work with (MSWord, PowerPoint, etc.): \_\_\_\_\_

Can you create files in PDF format? \_\_\_\_\_ Can you provide files on CD-ROM? \_\_\_\_\_

Are you using translation software? \_\_\_\_\_ If YES, which? \_\_\_\_\_

Accreditations and Certifications: \_\_\_\_\_

Affiliations (e.g., ATA, UMTIA): \_\_\_\_\_

Are you available for rush jobs? \_\_\_\_\_ Are you available for large jobs (larger than 100 pages)? \_\_\_\_\_

Can you certify? \_\_\_\_\_ Can you notarize? \_\_\_\_\_

Do you have translation proofreading/editing experience? \_\_\_\_\_ (If "Yes", please include rates)

Attached is a sheet with the average rates commonly charged by professional, freelance translators. Please submit your own rates for each translation language pair (English->German, German->English), showing the minimum (what you would accept) and target (what you would like to get) charge, the rush charge, all in US\$ per word, and the absolute minimum charge for a translation assignment.

The GAI-LS often gets requests for translation of personal correspondence. Translation rates are lower than for standard technical, business or professional rates. Please indicate if you would be willing to translate personal correspondence: \_\_\_\_\_ (Please include separate rates for personal correspondence)

The GAI-LS also receives genealogical and historical documents, which require additional skills. If you are able and willing to translate old church documents, please indicate so: \_\_\_\_\_

Can you read Fraktur (old German print): \_\_\_\_\_ Can you read Sütterlin (old handwriting): \_\_\_\_\_

Can you read German church records Latin: \_\_\_\_\_

Are you a member of the Germanic-American Institute: \_\_\_\_\_

Please be advised that in the case of equal qualification, priority is given to members of the GAI when assigning jobs.

Have you included:

- a CV/Resume
- rate sheets
- sample translations (source and target language texts)