

Interpreter application form and checklist



Please provide your details

Full name First Middle Surname

Address No. Street Suburb

City State (if outside NZ)

Country Post code

Phone Cell Home

Email example@example.com

Date of birth DD / MM / YYYY Gender F M

Are you a New Zealand citizen? YES NO

Do you hold a permanent resident visa or working visa? YES NO

Interpreting information

1. List the language(s) you can interpret:
2. List the court locations you are available for:
3. List any interpreter memberships you hold, (e.g. NAATI, NZSTI, SILANZ, Māori Language Commission):
4. Are you willing to travel outside of your service delivery area if needed? (e.g. Auckland to Christchurch): YES NO
5. List any specific jurisdictions (e.g. High Court), type of court or tribunal (e.g. Family Court) or type of proceeding (e.g. family violence) you would prefer **NOT** to be assigned cases for:
6. Do you have the capability to do remote hearings? (VMR or MS Teams): YES NO

7. Do you consent for your details to be added to the national list of interpreters? YES NO

If you consent, we may share your details with people who want an interpreter for a court or tribunal but don't meet the criteria for a Ministry-paid interpreter, or third-party service providers who may need an interpreter.

Your qualifications

- | | |
|---|---|
| <input type="checkbox"/> Master of Translation | <input type="checkbox"/> Bachelor of Arts – NZ Sign Language |
| <input type="checkbox"/> Master of Applied Translation & Interpreting | <input type="checkbox"/> Certificate in Consecutive Interpreting |
| <input type="checkbox"/> Master of Intercultural Communications & Applied Translation | <input type="checkbox"/> Certificate in Advanced Interpreting |
| <input type="checkbox"/> Postgraduate Diploma in Translation Studies | <input type="checkbox"/> Certificate in Advanced Legal Interpreting |
| <input type="checkbox"/> Postgraduate Certificate in Arts: Applied Translations & Interpreting | <input type="checkbox"/> Consecutive Liaison Interpreting Certificate |
| <input type="checkbox"/> Postgraduate Certificate in Intercultural Communications & Applied Translation | <input type="checkbox"/> Toi Reo Māori Certification |
| <input type="checkbox"/> Graduate Certificate in Arts Interpreting | <input type="checkbox"/> Recognised Practising Interpreting Credentials |
| <input type="checkbox"/> Diploma in New Zealand Sign Language | <input type="checkbox"/> Certified Provisional Interpreters |
| <input type="checkbox"/> Graduate Diploma (Interpreting) | <input type="checkbox"/> Certified Interpreter |
| <input type="checkbox"/> Bachelor of Arts – Interpreting | <input type="checkbox"/> Certified Specialist Interpreting |
| | <input type="checkbox"/> Other (please advise) |

Do a quick check

Before sending in this form – check:

- Have you completed a criminal history check?
- Have you answered all the questions so we can process your application?
- If you have a contractual agreement with any Language Service Providers, do they allow you to provide your services directly to the Ministry of Justice?



Have you attached evidence of your qualification(s)?

These are important as they affect the hourly rate we will pay you if your application is successful

Please sign and date this application

Signature

Date

Send us this form

You can fill in this form online and email it to interpreters@justice.govt.nz

What happens next?

It will usually take up to two weeks before you hear whether you are successful at being put forward for an interview. If you have a criminal conviction, your application may take longer to process.

Office use only:

Central Registry – Review application/checklist and determine if applicant has relevant qualifications. Add new interpreters into CMS based on recommendation of Court Managers, email interpreter the Welcome Guide and issue ID.

Court Managers – Conduct an interview to determine if applicant is suitable. Advise CR if interpreter can be approved.

Privacy statement

We collect personal information from you; including your name, address, contact details. We collect this, so we have all the information needed to process your application.