



ezispeakTM

INTERPRETING ON DEMAND

EZISPEAKTM OPPORTUNITIES

SELECT YOUR AREAS OF INTEREST

- TELEPHONE INTERPRETING
- VIDEO INTERPRETING
- TRANSLATION
- CONTENT LOCALISATION

HELP SHAPE AUSTRALIA'S FUTURE LANGUAGE SERVICES INDUSTRY

A few words from our CEO

“Thanks for considering ezispeak as a potential Language Service Provider. We’re passionate about the industry’s future. Language plays a vital part in the life of every human being - every single day. The ezispeak team work tirelessly to ensure Australia’s multicultural consumers have their communication needs met in a professional, efficient and reliable way. That’s what sets us apart from every other language services provider in the market. **Our deep understanding of how to satisfy every user need - instantly.** We are here to lead change in the market and hope you will join us on our journey”. R. Haynes

BEFORE YOU START THE APPLICATION PROCESS

To support your application with us, we require the following documentation:

- | | | | |
|---|--------------------------|--|--------------------------|
| <ul style="list-style-type: none"> • A copy of your photo ID - for example, a driver’s license or a passport. | <input type="checkbox"/> | <ul style="list-style-type: none"> • Copies of documentation supporting your language accreditation (certificate or letter of accreditation) | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Copies of documentation supporting any professional/tertiary qualifications you may have. | <input type="checkbox"/> | <ul style="list-style-type: none"> • Certified copies of security clearances (or evidence of on-line application) (Eg. National Police Check and/or Working with Children Check). | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Other documentation (i.e. CV) you may feel is appropriate for us to have supporting your application. | <input type="checkbox"/> | | |

When completed, send your application and your supporting documentation to:

By email: work@ezispeak.com.au
 By Post: ezispeak™
 Attention: Service Delivery Team
 PO Box 1004
 Richmond North, VIC 3121

Upon successful application, we’ll provide you with a “Welcome Pack” which contains details on how to work with us, your contract and engagement conditions. Thank you for taking the time to complete our application form. If you have any questions, please feel free to email us and we will respond straight away.

Email: work@ezispeak.com.au

1. Your Contact Information

Salutation	(Mr. Mrs. Ms. Miss. Dr. Etc)		
Family Name			
Given Names (First & Middle)			
Gender			
Date of Birth	(DD/MM/YYYY) Required for Superannuation Purpose Only		
Place of Birth	Town Country		
Residential Address			
Postcode		State	
Postal Address (If Different For Mail Purposes)			
Postcode		State	
Telephone No	(Business Hours) (After Hours) (Mobile)		
Email Address			
Skype Id			

2. Your eligibility to work in Australia

Residency Status in Australia	
Year of Migration	(YYYY)
If you hold a temporary entry visa for Australia, do you have permission to work in Australia?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please provide us with your Visa Class & Subclass	
Please provide us with your visa number	

3. Your Qualifications and Professional Experience

How did you get your accreditation or certification to work as a language practitioner? (Please tick)

- Direct application through NAATI
- Approved NAATI courses (e.g. RMIT)
- Oversees Certification

Your Accreditation/Certification number _____

LANGUAGES WHERE YOU HAVE NAATI ACCREDITATION / CERTIFICATION			
Language	NAATI level for providing interpreting services to & from English language (accreditation or certification)	NAATI level for translating content into English (accreditation or certification)	NAATI level for translating content from English (accreditation or certification)
I.E. JAPANESE	PROFESSIONAL LEVEL 3	PROFESSIONAL LEVEL 3	PROFESSIONAL LEVEL 3

LANGUAGES WHERE YOU DON'T HAVE NAATI ACCREDITATION / CERTIFICATION			
IMPORTANT: IF YOU SPECIFY LANGUAGE PROFICIENCY IN LANGUAGES NOT TESTED BY NAATI, WE REQUIRE VERIFICATION OF YOUR EXPERIENCE WORKING ACROSS THESE LANGUAGES FOR OTHER LANGUAGE SERVICE PROVIDERS.			
LANGUAGE	INTERPRETING	TRANSLATION INTO ENGLISH	TRANSLATION FROM ENGLISH
I.E. JAPANESE	NON-ACCREDITED	NON-ACCREDITED	NON-ACCREDITED

Tell us about your experience including current organizations you provide services for:

Do you hold any higher education qualifications? If so, please document them here:

4. How to accept work opportunities from ezispeak™

ezispeak™ offers work to its contractor interpreters and translators using a variety of methods including telephone and email. To ensure we comply with federal legislation, we need your consent to receive work using these technologies. Please nominate your preference below:

I am agreeable to receive:

- a An SMS to my mobile phone
- b An email (delivered to my capable mobile phone or nominated email account)
- c Both - SMS and email
- d Online Portal
- e A Phone Call
- f Other _____

5. Your current availability

How much time do you allocate to onsite interpreting on weekly basis?

Under 50 % Over 75%

How much time do you allocate to telephone and/or video interpreting on weekly basis?

Under 50 % Over 75%

Are you interested in working from home more?

YES NO

6. Doing business with ezispeak™

We want to give contractors flexibility with how they choose to handle their own financial affairs. Please tick the box at the relevant section and complete the details.

Do you want to be engaged as an Independent Contractor or a Registered Company?

INDEPENDENT CONTRACTOR <input type="checkbox"/>	
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ABN: _____ ARE YOU REGISTERED FOR GST YES NO

IMPORTANT INFORMATION: IMPLICATIONS IF YOU DO NOT PROVIDE AN ABN

If a valid ABN is not provided to ezispeak, the ATO requires up to 49% tax be withheld until an ABN is provided.

VOLUNTARY PAYG WITHHOLDING ARRANGEMENT FOR EZISPEAK CONTRACTORS

Voluntary agreements are a good way to help independent contractors meet their tax obligations. This means every month, ezispeak would withhold a percentage of your earnings as contribution towards your tax and submit to the ATO on your behalf. As of 1st July 2017, the CIR (Commissioner’s Instalment Rate) for this type of voluntary PAYG arrangement was 20%.

Based on the above, would you like to form a Voluntary PAYG withholding arrangement with ezispeak™.

YES NO

REGISTERED COMPANY

Please provide details of your entity:

Name of registered company _____

ABN

ACN

Date company started

(DD/MM/YYYY)

Are you registered for GST?

YES NO

7. Contractor Acknowledgment

I, _____ (PRINT YOUR NAME)
on date _____ (DD/MM/YYYY) declare to the best of my knowledge that the information contained in this application form is true and correct.

ezispeak reserves the right to revoke my application and/or contract in the event information provided is inaccurate or does not reflect my current situation.

SIGNATURE HERE

Privacy and Collection of Information: ezispeak™ respects your right to privacy. We collect personal information for the purposes of recruitment only which we may save for future reference. This information may be used to contact you in the future by mail, email or phone to convey information about our recruitment opportunities which we feel may benefit you. We will not provide nor sell your information to third party.



FINANCIAL DETAILS FORM

Please ensure that all details are completed. Payments cannot be transferred unless all items are completed. Should your application be unsuccessful please note that all details in this form will be destroyed.

If you have queries or wish to discuss the following details, please do not hesitate to contact us in the office on 1800 796 518 or 03 8730 1082

(1) NAME:

BANK DETAILS	COMPLETED
(2) ACCOUNT NAME: _____	<input type="checkbox"/>
(3) BANK INSTITUTION: _____	<input type="checkbox"/>
(4) BSB: _____	<input type="checkbox"/>
(5) ACCOUNT NUMBER: _____	<input type="checkbox"/>

TAX DETAILS	COMPLETED
(6) TAX FILE NUMBER (TFN): _____	<input type="checkbox"/>
(7) AUSTRALIAN BUSINESS NUMBER (ABN): _____ <small>Please note if no ABN is provided the business is required to withhold a certain percentage as prescribed by the Australian Taxation office</small>	<input type="checkbox"/>
(8) Are you registered for Goods and Services Tax (GST): Yes <input type="checkbox"/> No <input type="checkbox"/>	

SIGNATURE & DATE	COMPLETED
SIGNATURE: _____	<input type="checkbox"/>
DATE: _____	<input type="checkbox"/>