TRANSLATION CENTRE
FOR THE BODIES OF THE EUROPEAN UNION

Workflow Management Section

Last updated on: 20/07/2022

Provider's professional details

Please fill in the blue boxes of the following table by indicating your professional details.

Name and surname:
(or name of your company)

EDUCATION: please state your **qualifications** below (undergraduate/ postgraduate) and the relevant details as follows:
Example: English Philology, Undergraduate, University of Luxembourg, 2000-2003.
**This is only applicable if you are an individual freelancer and not a Language Service Provider.*

EXPERIENCE: please state how many years of **translation experience** you have (which must be shown on your CV):
**Note that if you have less than one year experience, you will not be eligible.*

☐ Less than 1 year (not eligible) ☐ 1 to 3 years ☐ 3 to 5 years ☐ Over 5 years

CAT TOOLS: please state which **computer assisted translation** tool you use/are able to use.
**Note that the Translation Centre requires its contractors to be able to work with SDLXLIFF.*

Fields of specialisation: please tick the relevant boxes.

- ☐ Administration
- ☐ Agriculture, forestry, fisheries
- ☐ Chemical/Scientific
- ☐ Communication
- ☐ Defence
- ☐ Employment and working conditions
- ☐ Environment
- ☐ Finance
- ☐ Information technology
- ☐ Legal
- ☐ Maritime
- ☐ Medical/Public Health
- ☐ Social matters
- ☐ Transport
- ☐ **Other** - please specify:

Services provided: tick the relevant boxes.

- ☐ Translation
- ☐ Revision
- ☐ Editing (monolingual)
- ☐ Full post-editing
- ☐ Light post-editing
- ☐ Subtitling
  If yes, please specify which tool/s:
- ☐ Transcription
  If yes, please specify which tool/s:
- ☐ Sworn translation
  If yes, please specify in which country:

Please add the link to your website if you have one and provide any other relevant information concerning your services.

Please state your native language:

If you work with agencies or subcontractors, please type 'agency, different languages'.

Please state your language combinations:

- *If you are an individual: mother tongue will be considered as the main target language.*
- *If you are an agency and you work with different native speakers, please state below the relevant target languages.*

Source language (FROM)	Target language (INTO)

Please send this document to freelance-database@cdt.europa.eu **together** with your updated CV.

Data protection

The personal data enclosed in your CV and completed form will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

The Translation Centre will process this data solely to analyse your candidacy in order to be able to register language service providers in the database.

The forms will be kept for a maximum period of 12 months after receipt and will be destroyed/erased afterwards.

For details concerning the personal data processing linked to your application please contact freelance-database@cdt.europa.eu or the Data protection officer of the Translation Centre: data-protection@cdt.europa.eu.