

Refreshing Excellence



Request for information - all the information you provide will be kept confidential.

Please submit a resume along with this application if not already done.

Full Name		Today's Date	
Address		City, State & ZipCode	
Cell Phone		Home Phone	
Email			

1. What US Certifications do you hold regarding interpreting and translation? Please list (For example: BTG, TCI, MiTiO, Trados, Legal, Court)	
2. If not TCI OR BTG certified are you willing to take a 40-hour course to obtain it? Or a Fast-Track mini course?	
3. How many years have you been professionally interpreting?	
4. How long have you been in the USA?	
5. What country and region are you from?	
6. What do you consider your primary language to be?	
7. Secondary language? Any other languages you consider yourself professionally fluent to interpret in?	

8. Are you currently working?	Yes No
9. If Yes, may we contact your current employer? <i>It's OK if you prefer we do not. :)</i>	Employer Name:
	Supervisor Name:
	Contact Number:
	Other:

10. In English EXPLAIN why this is a good match for you now, since we cannot guarantee the amount of hours you'll be working each week?

11. What days and hours of the week are you available for in-person interpretation.	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		

12. What % fluency can you estimate that you will demonstrate to the professionals we serve?

	Verbal %	Written %	Languages applying to interpret	Verbal %	Written %
English					

Do you have ...? (Please answer yes /no)

13. Reliable car available at any time?	Yes No
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14. Valid Driver's License?	Yes	No		
15. Home Internet?	Yes	No		
16. Cell Phone?	Yes	No		
17. Map book/GPS?	Yes	No		
18. Business/Professional clothes?	Yes	No		
19. Consistency in being punctual	Yes	No		
20. What is your highest educational achievement?				
21. EDUCATION	Graduation Date	School	Degree	Field of study
22. High School/GED				
23. Some College				
24. Associates Degree				
25. Bachelor's Degree				
26. Master's Degree				
27. Doctorate Degree				
28. Special Education				
29. Accreditation or professional linguistic Certificates:	TCI I or II List#	BTG 40 or 64 hr list#	NBCMI list#	CCHI Core or Complete List# MITIO#

<p>30. Other courses such as Mental Health First Aid with year: Cultural Competency, etc: with year taken:</p> <p>31. Do you belong to a professional organization related to this field? List Applicable special training & associations (Ex:"ATA", CAPI Member)</p>

32. In a **few sentences or paragraphs**, please describe your interpreting experiences, including volunteer work with friends, family, or other organizations; include all work you've done, both paid and for free.

32. Do you have **experience** interpreting (verbal) in the Medical or Legal field? Please list detail below:

34. Medical:

35. Simultaneous:

36. Legal:

37. School:

38. Have you ever taught **ESL** (English as a second language)? If yes, please explain.

39. Have you ever done **document translation** (written work)? If yes, please explain. If you'd like to be part of the Translation Team, it is a different standard and process to apply. Do you have a portfolio and references for this? University level education is preferred.

40. Do you use **TRADOS/CAT**? If yes, please explain your experience.

41. List **areas/towns** you would be willing to travel to for interpretation work from your home office (up to 45 min each way.)

42. For applicants applying to become a Spanish Interpreter:

Por favor escriba en Español cuál es su trasfondo cultural(cómo/dónde (en qué país) aprendió el Inglés y el Español, etc usando de 3 a 5 oraciones completas.Gracias.

43. Other Languages: Please explain what non-English/USA cultural experience/background you have.(If from abroad, how many years have you lived in the US? if you are from the US , how many years have you lived abroad, etc.)

44. Employment history

45. What is your current job(s)

Dates of employment:

Name of Supervisor:

Phone Number:

Why you are looking for a new work:

HourlyWage/Salary

46. What was your last job

Dates of employment:

Name of Supervisor:

Phone Number:

Reason for Leaving:

HourlyWage/Salary

47. What was your previous job	
Dates of employment:	
Name of Supervisor:	
Phone Number:	
Reason for Leaving:	
HourlyWage/Salary	
48. What do you feel has been your greatest accomplishment in your last position/job or professional life?	

49. Please describe the characteristics and habits that make you a quality interpreter.
50. What system(s) do you currently use to keep track of appointments, deadlines, etc. on a daily basis? (For example: outlook, wall calendar, etc.)
51. What was the most frustrating issue you encountered in your last job(s)?
52. Anything we've left out that you'd like to add?
53. We may do a background check on you. Is this Ok with you? Yes No
54. Please disclose anything that might appear on the report. We prefer to hear it from you first; and we can then discuss it.

55. We reserve the right to do a **drug/alcohol (ethanol)** screen on you as a pre-employment measure or randomly at any time throughout your employment. Are you agreeable to this?

56. List 3-4 Professional References below **(DO NOT list family members)**

Name	Occupation & Company	Relationship	Telephone

Our number: 720-880-2113 Let us know how we can help or for any questions!

If you haven't already provided a resume please include one along with this application to: **recruit@oneworldtranslation.com**.