



Interpreting Services Application Form

APPLICANT INFORMATION									
Last Name		First Name			M.I.	Date			
Street Address				Apartment/Unit #					
City		State	ZIP	E-mail Address					
Home Phone		Cell Phone			Date Available				
Are you over 18 years old?			YES	NO	Do you have a Driver's License?		YES	NO	
Do you have a vehicle?			YES	NO	Do you have reliable transportation?		YES	NO	
Are you authorized to work in the U.S.?			YES	NO					
Have you ever worked for this company?			YES	NO	If so, when?				
What position(s) are you interested in? <i>Please circle or check.</i>			Interpreter		Document Translator		Both		

LANGUAGE SKILLS

Please list your languages and circle/check your level of proficiency for each skill.

Language	Skill and Proficiency											
<i>List your languages in the spaces below.</i>	<i>B= BASIC, AV=AVERAGE, AD=ADVANCED, F=FLUENT/NATIVE SPEAKER</i>											
	Reading				Writing				Speaking			
English	B	AV	AD	F	B	AV	AD	F	B	AV	AD	F
	B	AV	AD	F	B	AV	AD	F	B	AV	AD	F
	B	AV	AD	F	B	AV	AD	F	B	AV	AD	F
	B	AV	AD	F	B	AV	AD	F	B	AV	AD	F
	B	AV	AD	F	B	AV	AD	F	B	AV	AD	F
	B	AV	AD	F	B	AV	AD	F	B	AV	AD	F
	B	AV	AD	F	B	AV	AD	F	B	AV	AD	F

Are you proficient in Microsoft word? <i>Please circle/check</i>	YES	NO
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AVAILABILITY - *Please list the times you are available to work (ex. 7-11am, 8-2pm, 12-6pm, 1-5pm etc.)*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Please complete all pages of the application and return to interpreting@jersbuffalo.org

PREVIOUS EMPLOYMENT						
Are you currently employed?	YES	NO	Position/Title		Employer	
<i>Please list previous relevant work experience or attach resume.</i>						
EDUCATION						
Education level completed. <i>Please circle/check highest level</i>		High School		College		Post-Graduate
If attended college, what was your major/focus of study?						
TRAINING/EXPERIENCE						
<i>Please list any specific training or experience in interpretation, translation, or the medical field.</i>						
REFERENCES						
<i>Please list three professional references. (Professional references can include past employers, teachers, church pastors etc. Please do not include family or friends)</i>						
Full Name				Relationship		
How long have you known				Phone		
Address						
Full Name				Relationship		
How long have you known				Phone		
Address						
Full Name				Relationship		
How long have you known				Phone		
Address						
DISCLAIMER AND SIGNATURE						
I certify that my answers are true and complete to the best of my knowledge.						
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.						
I understand that if hired, I will be an on-call employee, scheduled as needed on an hourly basis.						
Signature					Date	
<i>Optional: How did you hear about this opportunity?</i>						

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