



Today's Date _____

Interpreter Application

Please type or print clearly.

First Name _____ Last Name _____ Gender _____

Mailing Address *(include street or PO Box, city, state & zip)* _____

Phone: Hm _____ Cell _____ Wk _____

Pager _____ Fax _____

E-mail _____

Language(s) spoken fluently (list in order of most to least fluency)

What country where you born in? _____

Availability

Please place an 'X' in the boxes to indicate times you would be available to interpret.

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
8 am - 5 pm							
5 pm - 11 pm							
11 pm - 8 am							

Education

Please list the name(s) of school(s) which you have attended starting with high school.

Name of school	Location	Years Attended	Degree Earned

Are you on the State of MN Court Interpreter Roster? Yes No

Are you a legally certified court interpreter with the State of MN? Yes No

Are you on the MN HealthCare Interpreter Roster? Yes No

Have you completed any form of interpreter training? Yes No

Please Describe _____

Work Experience

Have you worked for any other foreign language service company? Yes No

Please Describe _____

Contact Name _____ Phone # _____

Please indicate the two most recent positions you have held

1. Employer _____

Position _____

Description of responsibilities _____

Dates of employment _____

Contact Name _____ Phone # _____

Reason for leaving _____

2. Employer _____

Position _____

Description of responsibilities _____

Dates of employment _____

Contact Name _____ Phone # _____

Reason for leaving _____

General Questions

What is your background in interpreting? _____

Are you more comfortable interpreting in Legal or Medical settings? _____

Are there any settings in which you are not comfortable interpreting? _____

Do you own bilingual medical/legal glossaries? Yes No

Questions for Native English Speakers

Were you raised and/or educated in a bilingual setting? Yes No

Do you have an undergraduate or graduate degree in a second language? Yes No

Do you use your second language on a daily basis? Yes No

Questions for Non-Native English speakers (English as a Second Language)

Have you completed any level of formal education in English? High School College

Have you completed ESL training courses? Yes No

Have you ever been tested for your English language proficiency? Yes No

Please Describe _____

Criminal Background Check

The Bridge-World Language Ctr, Inc. will request the Minnesota Bureau of Criminal Apprehension, other States (as appropriate), the FBI/U.S. Courts and other federal agencies (as appropriate) to release all information and data about you for the purpose of your prospective employment or subcontracting relationship with us. We reserve the right to check criminal background information sources in other states. Please disclose all of the convictions or pleas that have been requested, even if the conviction or plea has been discharged, expunged, or otherwise removed from your record. Convictions and pleas are not an automatic bar. We will consider relevant factors such as how long ago the event occurred, seriousness and nature of the violation, as well as evidence of rehabilitation and/or probation served.

Have you ever been convicted of or pled guilty or no contest to a crime? Yes No

If yes, date of conviction(s) or plea(s) _____

Federal, State or County _____

Describe circumstances _____

Are you or have you ever been a sex offender registered with any Federal, State, County or local government/police agency, including any listing on a public web site?

Yes No If yes, describe circumstances _____

Have you ever been investigated for fraud by any County, State or Federal agency in connection with receiving any sort of public assistance? Yes No

If yes, describe circumstances _____

Please note: If you required the services of an interpreter within the last 48 months, you will not be eligible to attend orientation and your application will be denied. If we discover this after the fact, we reserve the right to terminate our relationship with you.

I certify, to the best of my knowledge, that all information given by me in this application is true and correct. I understand that false or misleading statements made by me or consequential omissions of any kind in the application process are sufficient cause for my not being hired or for my dismissal if I am already employed no matter when discovered.

I understand and agree that if, in the opinion of the The Bridge WLC, Inc, the results of the criminal background screening are unsatisfactory, an offer of employment that has been made may be withdrawn or my employment with The Bridge WLC, Inc. may be terminated.

I authorize the The Bridge WLC, Inc. to investigate all information contained in this application. The employers, schools, or individuals named are authorized to give information regarding my employment, character, and qualifications, and are hereby released from all liability from issuing such information.

Signature

Date