THE BRIDGE
WORLD LANGUAGE CENTER, INC.

Today's Date_____

Translator Application

Name _____ Social Security#_____ Gender ___

Complete Mailing Address _____

Phone: Home_____ Cell_____ Office_____

Pager_____ Fax_____

Primary e-mail_____ Back-up email_____

Language Pairs (example English< >French, Arabic>Italian)

_____

What is your native language and country?

_____

Are you a full-time translator?   Yes [ ]   No [ ]

How many years of experience do you have? _____

Are you certified? _____

If yes, which organization(s)_____

Please list your area(s) of translation expertise (ex: financial, manufacturing, legal, technical and so on)

_____

_____

Do you ever contract some of your workload to other translators?
        Always [ ]   Sometimes [ ]   Never [ ]

Do you have an editor or team that you work with?   Yes [ ]   No [ ]

What platform and programs do you use?   PC [ ]   Mac [ ]   Both [ ]

What year Windows/Word do you use?_____

Do you have Adobe Acrobat Professional 5.0 or higher?   Yes   No

What other software programs do you have/use?_____
_____

Do you use Trados, SDLX or other translation software? (please specify)
_____

Do you do any desktop publishing?   Always   Sometimes   Never

What are your rates for translation and editing? _____

Education
Please list the highest level of education which you have achieved and degree earned:.

Name of school   Location   Degree Earned
_____

_____

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
Employer _____
Position _____
Description of responsibilities _____
_____
Dates of employment _____
Contact Name _____Phone # _____

Employer _____
Position _____
Description of responsibilities _____
_____
Dates of employment _____
Contact Name _____Phone # _____