



## Interpreter and/or Translator Application For electronic completion (2 pages)

Name

Address

Daytime Phone

Email address

Are you eligible for employment in the United States?

Yes

No

Have you ever been convicted of a felony or misdemeanor?

Yes

No

*If yes, please explain (Note: a conviction may or may not disqualify you for this position)*

### Interpretation Skills (Interpretation is the oral transferral of information)

List all of the languages in which you can interpret fluently (we will require testing or certificates for all claimed languages) Experience is preferred but not necessary.

Language	Certificates (if any)	Level	Years of experience

What is your overall experience with interpretation? What skills do you possess that would make you a good interpreter?

### Translation Skills (Translation is the transferral of written information from one language to another )

List all of the languages into which you can translate (we will require testing or certificates for all claimed languages)

Language	Certificates (if any)	Level	Years of experience

What computer skills do you possess? Include any skills relevant to translation (formatting software, general computer skills)

### Education

Did you graduate from High school? Yes  No

Did you graduate from college or complete an advance course of study? Yes  No

Name of institution	Major/minor	Degree, License or Certification	Year received

### Availability

Please indicate your availability by marking on the appropriate box

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am to 8am							
8am to 12pm							
12pm to 5pm							
5pm to 10pm							

Are there any other limitations in your availability? (Summer only, etc.)

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### References

Please provide the name and contact information of two references.

Name	Phone number	Email address

*By typing your name in the box below and submitting this application to Interpreter Services at CCC, you indicate that all the information provided is complete and truthful. Misleading or false statements made during the interview or application process are grounds for disqualification or termination.*

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email completed form to [interpreter.services@cccovfa.org](mailto:interpreter.services@cccovfa.org) or fax to (804) 597 2328**