

COMPASS INTERPRETERS

Application for Employment

Applicant Information:

Name on Official Documentation: (Last) _____ (First) _____ (M.I.) _____

Name (Common): _____ Sex: Male [] Female [] Date of Birth: _____

Address: (Street) _____ (City) _____ (State) _____ (Zip Code) _____

Home Phone: _____ Cell Phone: _____ E-Mail _____

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S?
 Yes No

Have you ever worked for this company? Yes No If so, please list position(s) and dates employed:

Do you have a valid Driver License? Yes No State: _____ Driver License No. _____

Please List Languages Spoken Fluently
(Excluding English)

Of the Languages Listed Please Indicate the
Dialect Spoken Including Country Slang
(i.e. Dominican Spanish)

_____	_____
_____	_____
_____	_____
_____	_____

Please check the box next to the position you would like to apply for (If you have the skills to be both an interpreter and a translator please check both):

Interpreter (verbal) Translator (written)

*Note: you must be able to type in English and other language

Availability: (Day/Time)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday



How did you learn about Compass Interpreters? _____

Education:

College, Vocation/Technical Schools, Training Center	Major / Subject	Number of Years Completed	Type of Degree or Certification	Graduated (Yes/No)

Have you completed the Medical Interpreter’s course (Bridging The Gap Training)? - Yes No

Employment History (Most Recent & Most Relevant):

Company: _____ City/State _____ Job Title: _____ Dates Employed _____ Responsibilities: _____ _____ Supervisor: _____ Phone: (_____) _____
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References:

Please list three professional references:

Name: _____ **Relationship:** _____

Phone: (____) _____ **E-mail:** _____

Name: _____ **Relationship:** _____

Phone: (____) _____ **E-mail:** _____

Name: _____ **Relationship:** _____

Phone: (____) _____ **E-mail:** _____

Criminal Record:

Have you ever been convicted of a crime: _____ Yes _____ No

(Note: a conviction does not necessarily bar you from employment.)

If you answered "Yes", please explain:

I understand that by submitting this application, I authorize a criminal records and child abuse state central registry check to be made concerning my suitability as an employee. In addition, the information in this application and otherwise obtained will be used only for the purpose of determining my eligibility as an interpreter/translator. All information will be held in confidence. Criteria used in the selection of staff will be such as to insure that the individual is able to meet the responsibilities of being a Compass Interpreter staff member. No individual will be rejected on the basis of race, color, religious creed, national origin, sex, age, gender, identity expression or marital status.

I hereby attest that all information given in this application is true to the best of my knowledge.

Applicant's Signature: _____

Date: _____ / _____ / _____

