



Interpreter & Translator Application Form

Send to: Rhonda Greenway, Iowa International Center
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Date: _____

Personal Information

☐ Mr. or
☐ Ms. /Mrs.

(Prefix
Optional)

First Name: _____ Last Name: _____

Address: _____

Home Phone: _____ Fax: _____

Cell Phone: _____ E-mail: _____

Work Phone: _____

List language(s) and dialect(s) you are applying to interpret/translate into/out of, beginning with your native language first:

Current Employer: _____

Position: _____

May we contact you at work? ☐ Yes ☐ No

City & Country of Birth: _____

Citizenship: _____

Do you have authorization to work in the USA? ☐ Yes ☐ No

Have you ever been convicted of a felony?
(A conviction may not automatically disqualify an applicant.) ☐ Yes ☐ No

Are you at least 18 years of age? ☐ Yes ☐ No

Highest level of
education completed: _____ Year of Graduation: _____

School: _____ Major/Specialization: _____

Additional Education, if applicable: _____

Language Proficiency Self-Assessment

Please list your languages and select the one statement in each category that best describes your proficiency:

List language(s) here:

	ENGLISH				
Listening Comprehension					
1) I understand enough to meet basic daily needs, but often have to ask people to speak more slowly or repeat themselves.	☐	☐	☐	☐	☐
2) I can understand most conversations, but sometimes have to ask people to speak more slowly or repeat themselves.	☐	☐	☐	☐	☐
3) I can understand almost everything that is said, but still struggle a bit with very specialized subjects.	☐	☐	☐	☐	☐
4) I have the comprehension of an educated native.	☐	☐	☐	☐	☐
Speaking Ability					
1) I can speak well enough to meet basic daily needs.	☐	☐	☐	☐	☐
2) I can discuss many subjects, but sometimes have trouble finding the right word to use.	☐	☐	☐	☐	☐
3) I have a strong command of colloquial (informal) speech and have a wide vocabulary.	☐	☐	☐	☐	☐
4) I am able to speak like an educated native.	☐	☐	☐	☐	☐
Reading Comprehension					
1) I can read only basic printed material, such as simple signs or messages.	☐	☐	☐	☐	☐
2) I am able to read and understand a lot of printed material, but still have to rely on a dictionary often.	☐	☐	☐	☐	☐
3) I am able to read nearly all material, as long as it is not too technical.	☐	☐	☐	☐	☐
4) I have the reading ability of an educated native.	☐	☐	☐	☐	☐
Writing Ability					
1) I am able to write simple messages only.	☐	☐	☐	☐	☐
2) I am able to write on many subjects as long as I have a dictionary.	☐	☐	☐	☐	☐
3) I am able to write nearly everything I want to, as long as it is not too technical.	☐	☐	☐	☐	☐
4) I have the writing ability of an educated native.	☐	☐	☐	☐	☐

———— Interpreting/Translating Experience ————

Describe your interpreting and/or translating experience:

Do you have any formal training in interpreting and/or translating? ☐ Yes ☒ No

If yes, please describe:

Do you have any professional accreditation or certification for interpreting or translating? ☐ Yes ☒ No

If yes, please list:

Are you interested in attending training programs for interpretation and/or translation? ☒ Yes ☐ No

Please list your languages (other than English), and for each language, select every answer that applies:

List language(s) here (other than English):

Which types of interpreting do you feel qualified to do?				
Consecutive - <i>waiting for the speaker to finish, then beginning to interpret</i>	☐	☐	☐	☐
Simultaneous - <i>interpreting at the same time a speaker is talking; may involve equipment</i>	☐	☐	☐	☐
Sight Translation - <i>translating a written document out loud</i>	☐	☐	☐	☐
Which subject areas do you feel qualified to interpret or translate in?				
Medical	☐	☐	☐	☐
Legal/Court	☐	☐	☐	☐
Human Services	☐	☐	☐	☐
Education	☐	☐	☐	☐
Business	☐	☐	☐	☐
Technical/Scientific	☐	☐	☐	☐
Agriculture	☐	☐	☐	☐
Other (please indicate): _____	☐	☐	☐	☐
Do you feel qualified to translate a written document from English into this language?	☐	☐	☐	☐
Do you feel qualified to translate a written document from this language into English?	☐	☐	☐	☐

———— Availability ————

Interpretation Assignments

Indicate your preference for oral interpretation and/or written translation work:

- ☐ Both oral interpretation and written translation work ☐ Oral interpretation work only ☐ Written translation work only

Which days & hours are you available to interpret?

Do you have transportation? ☒ Yes ☐ No

Are you willing to travel? ☐ Yes ☐ No If yes, ☐ Within central Iowa? ☐ Statewide?

Do you have any rate expectation for interpretation work? \$_____ per hour

Translation Assignments

What computer programs do you feel comfortable using and have access to?

Do you have any rate expectation for written translation (per word or page)? \$_____ per _____

———— Volunteer Opportunities ————

Are you interested in other volunteer opportunities with the Iowa International Center? If yes, please check either or both options that interest you:

- ☐ Public Relations/Media
(Promotion/outreach, developing marketing materials, enhancing the Iowa International Center website, etc.)
- ☐ International Visitors
(Hosting visitors for meals in your home, hosting visitors overnight, driving visitors to professional appointments, sharing professional expertise with visitors)

Would you like to be added to the Iowa International Center's email list? ☒ Yes ☐ No

References

List three references who can speak to your past interpretation/translation or other professional experience. References should not include family members.

Reference 1:

Name: _____

Relationship to you: _____

Company/
Organization: _____

Address: _____

Phone: _____ E-Mail: _____

Reference 2:

Name: _____

Relationship to you: _____

Company/
Organization: _____

Address: _____

Phone: _____ E-Mail: _____

Reference 3:

Name: _____

Relationship to you: _____

Company/
Organization: _____

Address: _____

Phone: _____ E-Mail: _____