



INTERPRETER NETWORK, LLC
The Art of Uniting Language & Culture

4079 Park East Ct SE Suit103
 Grand Rapids MI 49546
 Phone: (616) 285-3701
 Fax: (616) 285-3703
 www.interpreternetwork.net

APPLICATION FOR EMPLOYMENT

Please print, complete and FAX Application to (616)285-3703

GENERAL INFORMATION:

I understand that neither this application nor any communication by a management representative is intended to create or does create a contract of employment, offer, or promise of employment for a definite term. I acknowledge that if hired by the company, employment is on an at-will basis in accordance with state law. This means the company is free to terminate my employment at any time, with or without cause or advance notice, in accordance with state law, and acceptance of employment is not a contract of employment for any specified time. Similarly, I am free to terminate my employment with the company at any time for any reason. This at-will provision may be modified or waived only in a written agreement signed by an authorized representative of the company and me. I agree to conform to the rules and regulations of the Company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will or its arbitration policy, if any.

We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

Position Applied For _____ Languages Fluently Spoken _____

Last Name: _____ First : _____ Middle: _____

Address: _____
NUMBER STREET APARTMENT # CITY STATE ZIP

Phone #: (____) ____ -- _____ Mobile phone (cell phone) #: (____) ____ -- _____

email: _____ Emergency contact: _____
Name Number Relationship

Are you 18 or older? Yes _____ No _____

Are you permitted to work in the U.S.? Yes ___ No ___ Permit # _____

SSN: _____ - _____ - _____

What is your availability? Full-time _____ Part-time _____ On-call _____

am pm

Weekdays:		
Weekends:		

Will you accept URGENT calls? Yes _____ No _____

Have you ever been arrested on a felony charge? Yes ___ No ___ Awaiting conviction or dismissal _____

EDUCATION:

Name and Location of School	Years completed?	Did you graduate?
High School:		
Vocational School:		
College/University		
Interpreting Training	Date	Hours completed
Legal Interpreting:		
Medical Interpreting:		
Classes, Seminars, Workshops, Conventions:		

EXPERIENCE:

Briefly summarize your formal and informal interpreting experience.

How would you rate your computer skills? 1 2 3
(1 being none, 2 being average and 3 being excellent)

Your communication skills 1 2 3
(on the phone, in-person, etc)

IMMUNIZATIONS Records will be required at the time of hire.

REFERENCES: (Two business associates and One Personal)

Name: _____ Position: _____ Phone number: _____

Name: _____ Position: _____ Phone number: _____

Name: _____ Position: _____ Phone number: _____

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED IN THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE.

APPLICANT'S
SIGNATURE _____ DATE: _____

Please FAX completed application to (616) 285-3703

PLEASE RETURN THE APPLICATION TO: 4079 Park East Ct SE, Grand Rapids, MI 49546, FAX to (616) 285-3703 or send to www.interpreternetwork.net