

Application for Employment

San Marcos Interpreting
2706 Leslie Lane San Marcos, Texas 78666
(512) 754-8047 Office * (512) 392-8041 Fax
sanmarcosinterp@yahoo.com

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

Last name _____ First name _____ Middle name _____

Maiden name: _____ Other name(s) used: _____

Street Address _____

City _____ State _____ ZIP _____

Drivers License Number: _____ State Issued: _____

Telephone _____

Social Security # _____

How did you hear about San Marcos Interpreting? _____

Have you ever been convicted of a felony? (This will not necessarily affect your application.)
Yes No

If yes, please describe conditions. _____

Application for Employment

San Marcos Interpreting
2706 Leslie Lane San Marcos, Texas 78666
(512) 754-8047 Office * (512) 392-8041 Fax
sanmarcosinterp@yahoo.com

When are you available to start accepting assignments? _____

What level of certification do you currently hold? _____

***Please submit a copy of your current certification card with this application.**

What type of assignments are you willing to accept? (check all that apply)

____ Public School K-5th ____ Public School 6th-8th ____ Public School 9th-12th
____ College/University ____ Community- Medical ____ Community- Non-Medical
____ Legal- Non-Court ____ Court ____ Conference
____ Emergency Room ____ Drama/Theater ____ Vocal Performances

In general, when are you willing to accept assignments? (check all that apply)

Mondays ____ Yes ____ No If yes, Starting: _____ and Ending: _____
Tuesdays ____ Yes ____ No If yes, Starting: _____ and Ending: _____
Wednesdays ____ Yes ____ No If yes, Starting: _____ and Ending: _____
Thursdays ____ Yes ____ No If yes, Starting: _____ and Ending: _____
Fridays ____ Yes ____ No If yes, Starting: _____ and Ending: _____
Saturdays ____ Yes ____ No If yes, Starting: _____ and Ending: _____
Sundays ____ Yes ____ No If yes, Starting: _____ and Ending: _____

Education

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

Application for Employment

San Marcos Interpreting
2706 Leslie Lane San Marcos, Texas 78666
(512) 754-8047 Office * (512) 392-8041 Fax
sanmarcosinterp@yahoo.com

Where Have You Been Employed During the Last Five Years?

Company Name _____

City, State _____ Telephone _____

Date Started _____ Still Working for this Company? _____ Yes _____ No

Name of Supervisor _____

May we contact? Yes No

What type of work did you do for this company? _____ Interpreting _____ Other

If other, please briefly list your primary duties: _____

Company Name _____

City, State _____ Telephone _____

Date Started _____ Still Working for this Company? _____ Yes _____ No

Name of Supervisor _____

May we contact? Yes No

What type of work did you do for this company? _____ Interpreting _____ Other

If other, please briefly list your primary duties: _____

Company Name _____

City, State _____ Telephone _____

Date Started _____ Still Working for this Company? _____ Yes _____ No

Name of Supervisor _____

May we contact? Yes No

What type of work did you do for this company? _____ Interpreting _____ Other

If other, please briefly list your primary duties: _____

Application for Employment

San Marcos Interpreting
2706 Leslie Lane San Marcos, Texas 78666
(512) 754-8047 Office * (512) 392-8041 Fax
sanmarcosinterp@yahoo.com

Attach additional information if necessary.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

San Marcos Interpreting requires that a criminal background check be performed on all employees. San Marcos Interpreting uses the Texas Department of Public Safety Crime Records Service and FACT Clearinghouse to perform these checks. If you have been fingerprinted previously San Marcos Interpreting MAY be able to access your existing records. If we are not able to access existing records or if you have never been fingerprinted, you will be required to complete the fingerprinting process. Any and all fees associated with necessary fingerprinting are the responsibility of the applicant/employee. In the event San Marcos Interpreting is not able to access an existing fingerprint record for you, SMI will notify you of the need to have fingerprinting completed and a San Marcos Interpreting FAST Pass form will be provided.

Signature _____ Date _____

Application for Employment

San Marcos Interpreting
2706 Leslie Lane San Marcos, Texas 78666
(512) 754-8047 Office * (512) 392-8041 Fax
sanmarcosinterp@yahoo.com

CRIMINAL HISTORY RECORD RELEASE FOR SAN MARCOS INTERPRETING SERVICE FOR THE DEAF

San Marcos Interpreting Service for the Deaf will obtain criminal history record information on all interpreters contracting through this agency.

The information below is needed to request a criminal history check by law enforcement agencies. This form will be securely filed in the office and all information contained therein will be kept confidential.

I have read and understand the above information and do hereby authorize the San Marcos Interpreting Service for the Deaf to complete access to any and all criminal history record information pertaining to me. I do hereby unequivocally grant permission to San Marcos Interpreting Service for the Deaf to release all of said criminal history to any agency, business, school district that I have provided service in upon request.

Full Name _____
(Please Print) Last First Middle

Social Security No. _____ Date of Birth _____

Sex: Male _____ Female _____ Race _____

Drivers License #: _____ State License Issued In: _____

Signature Phone Number Email address

Date

Application for Employment

San Marcos Interpreting
2706 Leslie Lane San Marcos, Texas 78666
(512) 754-8047 Office * (512) 392-8041 Fax
sanmarcosinterp@yahoo.com

DPS Computerized Criminal History (CCH) Verification (AGENCY COPY)

I, x _____, have been notified that a computerized criminal
APPLICANT or EMPLOYEE NAME (PLEASE PRINT)

History (CCCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine. Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

x _____
Signature of Applicant or Employee

x _____
Date

San Marcos Interpreting Service for the Deaf
Agency Name (Please Print)

Cheryl K. Bailey
Agency Representative Name (Please Print)

Signature of Agency Representative

Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES <input type="checkbox"/> NO <input type="checkbox"/>	_____ initial
Purpose of CCH:	_____
Hire <input type="checkbox"/> Not Hired <input type="checkbox"/>	_____ initial
Date Printed:	_____ initial
Destroyed Date:	_____ initial
Retain in your files	

Application for Employment

San Marcos Interpreting
 2706 Leslie Lane San Marcos, Texas 78666
 (512) 754-8047 Office * (512) 392-8041 Fax
sanmarcosinterp@yahoo.com

Certification Level	Standard Rate of Pay Monday-Friday 8:00am-6:00pm
Uncertified	\$20.00/hour
BEI I	\$25.00/hour
BEI Basic, II, RID CI, RID CT	\$27.00/hour
BEI III, NIC NAD III, RID	\$32.00/hour
BEI IV, BEI Advanced, NIC Advanced, RID CSC, NAD IV, CI/CT	\$37.00/hour
BEI V, Master NAD V, RID MCSC	\$40.00/hour
Court (Legal Non-Court Assignments)	\$60.00/hour
Court (Court Assignments)	\$80.00/hour
Trilingual Uncertified	1.10 x applicable standard rate
Trilingual Certified	1.5 x applicable standard rate
CDI	\$37.00/hour
Evening Rates 6:00pm-8:00am	1.5 x applicable standard rate
Holiday	2 x applicable standard rate
Weekend Saturday/Sunday	1.5 x applicable standard rate
Emergency Room Assignments	1.5 x applicable standard rate

1 hour travel will be paid per assignment.

Additional travel is paid **only if** authorized in writing in advance of the assignment.

“Same day” or assignments accepted with less than 24 hour notice are compensated at the applicable standard rate of pay as per the table to the left (not time and a half).

 Interpreter Name

 Certification Level

 Interpreter Signature