



MINNESOTA LANGUAGE CONNECTION

## APPLICATION FORM

### PERSONAL INFORMATION

Date: \_\_\_\_\_

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>Street Address:</b>	<b>City, State</b>	<b>Zip Code</b>
<b>Home Phone:</b>	<b>Cell Phone:</b>	
<b>Work Phone:</b>	<b>E-Mail Address:</b>	
<b>Social Security Number:</b>		
<b>Emergency Contact Name &amp; Telephone:</b>		

### POSITION APPLYING FOR

<b>Position Desired:</b>	<b>Salary Desired:</b>
<b>How were you referred to M.L.C.?</b>	
<b>Have you ever worked for M.L.C. before? If "Yes", give dates and position held.</b>	
<b>Are you acquainted with or related to any employee of our company? If "Yes", Identify by name and relationship.</b>	
<b>Date Available to Start:</b>	<b>Shift Preferred:</b>
<b>Available to Work:</b>	<input type="radio"/> Full Time <input type="radio"/> Temporary <input type="radio"/> Part Time <input type="radio"/> Seasonal

<b>Availability:</b>	<b>Mornings</b>	<b>Afternoons</b>	<b>Evenings</b>	<b>Nights</b>	<b>Any time</b>
<i>(Please Circle)</i>					

<b>Please note the days and hours you are available:</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM
<b>Please list ALL Languages which you are FLUENT in:</b>						

**EDUCATION**

School Name	City, State	Major/Course of Study	Highest Grade Completed
<b>High School</b>			
<b>College</b>			
<b>Business, Technical, Trade School</b>			
<b>Please list any other job related training/certification you have completed:</b>			

**WORK EXPERIENCE** *(Please begin with most recent position)*

<b>Employer:</b>		<b>Address:</b>	<b>City, State</b>
<b>Telephone Number</b>		<b>Supervisor:</b>	<b>May We Contact:</b>
			<input type="radio"/> Yes <input type="radio"/> No
<b>Dates Employed</b>		<b>Initial Rate of Pay:</b>	<b>Final Rate of Pay:</b>
<b>From:</b>	<b>To:</b>	\$	\$
<b>Tasks Performed:</b>			
<b>Reason For Leaving:</b> <i>(Please be specific)</i>			

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<b>From:</b>	<b>To:</b>	\$	\$
<b>Tasks Performed:</b>			
<b>Reason For Leaving:</b> <i>(Please be specific)</i>			

**ADDITIONAL INFORMATION**

<b>Upon employment, can you show verification of your legal right to work in the United States?</b>	<b>Yes</b>	<b>No</b>
<b>Have you ever been terminated from a job position?</b>		
<b>Have you ever been convicted of a felony or crime?</b>		
<b>Have you ever been convicted of fraud, including healthcare fraud, in any state or in federal court?</b>		
<b>Have you ever had disciplinary action taken against you by a Medical Society or Health related organization?</b>		
<b>Are you currently or have you ever been excluded, debarred, sanctioned or</b>		

otherwise declared ineligible for participation in a federal or state healthcare program?		
Are there any charges pending against you or are you under investigation regarding a felony or misdemeanor or unprofessional conduct, or professional misconduct?		
Has your membership in any medical society or professional organization ever been denied, suspended, revoked or voluntarily surrendered in lieu of disciplinary action?		
<b>If you answered "YES" to any of the questions listed above, please describe each incident in detail on a separate sheet of paper.</b>		

**Criminal checks are mandatory for ALL M.L.C. interpreters. Your criminal background check will be updated yearly as long as your employment or contract remains with us. It is required that you disclose any criminal convictions (other than traffic violations) and exclusions. If any convictions appear on a report, regardless of category or severity, AND if the applicant did not fully disclose the conviction on the application for employment, the applicant will be considered ineligible for employment based on falsification of application.**

**CONDITIONS OF EMPLOYMENT:**

*Please read the following statements carefully as they constitute conditions for employment.*

<ul style="list-style-type: none"> <li>• The information that I have provided on this application is accurate and true to the best of my knowledge.</li> <li>• I understand that any misrepresentation or omission of a fact on my application, resume or during the interview or hiring process may result in the refusal of employment or contract, or if employed or contracted, immediate termination from M.L.C.</li> </ul>	
<b>Signature</b>	<b>Date</b>