OFFICE OF LANGUAGE SERVICES (LS) CONTRACTOR APPLICATION INSTRUCTIONS

Please submit a copy of your résumé and at least three professional references with telephone numbers, preferably from persons who are familiar with your linguistic work. Your résumé should highlight your translating and/or interpreting work.

Interpreting

Description of Levels (You may apply for multiple levels/modes)

Liaison Interpreter

Applicants with 0-2 years of interpreting experience in the consecutive mode may be invited to test at this level.

Seminar Interpreter

Applicants with 2+ years of formal interpreting experience in the simultaneous mode in community, court or conference settings or a graduate degree in interpretation may be invited to test at this level. Experience using interpreting equipment is preferable, but not required.

Conference Interpreter

Applicants who meet the requirements for the Seminar Interpreter level (see above) and who have 2+ years of experience working in the conference setting in the relevant mode of interpreting, consecutive or simultaneous, may be invited to test at this level.

For a more detailed description of interpreting levels and the test itself, click here .

International Visitor Liaison

Applicants who have a good understanding of US history, society, and culture in addition to a demonstrated ability to work well in a multicultural setting will be considered for this test. There is no language component to this test.

Translating

Please upload/submit your sample(s) with the application form. We can only accept PDF/Word versions of your sample(s). **Click here** for additional information. **Click here** for a sample translation exam.

Candidates must be able to type in their target language and are required to upload a translation sample. The translation sample must be accompanied by the original source language text, unedited, and should concern some topic relating to international affairs (e.g., excerpt of a newspaper article, diplomatic document or political speech). Samples must contain approximately 250-300 words. Candidates should be native speakers of their target language(s). Plagiarized samples will be automatically disqualified.

If applying for multiple language combinations, you must submit one sample for each combination. DO NOT SUBMIT MORE THAN ONE SAMPLE PER LANGUAGE COMBINATION.

Typical translation assignments

Translations assigned to contractors cover a wide range of styles and subjects. Typical examples would include laws; treaties and international agreements on technical, scientific, military, economic, and cultural subjects; training manuals; court documents; political speeches and position papers; slide presentations; and official correspondence between government leaders. Hence, suitability of style and fidelity to nuance must accompany a high degree of factual and conceptual accuracy in the target language rendition. High-quality, word-processed output is required.

Other work assigned to contractors includes on-site support for meetings or conferences, summarizing documents, reviewing translations, and ascertaining the substantive conformity of texts written in two or more languages (comparisons).

Contractors receive and return their work by e-mail. All work must be done by the contractor who holds the basic ordering agreement with LS. No translation work may be subcontracted, in whole or in part.

SUBMISSION INSTRUCTIONS

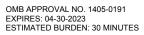
Please upload/submit your samples with your application packet by one of the following methods:

US Mail

Attn: Testing Manager U.S. Department of State Office of Language Services SA-1 2401 E. St. NW, Room 1400 Washington, DC 20522

E-mail

Isonlineapps@state.gov





OFFICE OF LANGUAGE SERVICES (LS) CONTRACTOR APPLICATION FORM

How did you hear about the Office of Language Services?							
ELIGIBILITY							
Can you legally work in the U.S.?	Are you a U.S. citizen?	V	isa Type				
Yes No	Yes No						
LANGUAGE SELECTION	LANGUAGE SELECTION						
Exam Type	Language(s) /How Learned						
International Visitor Liaison	If you selected "International Visitor Liaison", are you available to travel with a group of international visitors for at least three weeks at a time? Yes No						
Liaison Interpreting							
Seminar Interpreting							
Conference							
Consecutive Conference							
Translation	Source Language			Target Languaç	ge		
APPLICANT INFORMATION							
Name (Last, First, Middle Initial) (Use your legal name)							
Address							
City		State	;		ZIP Code		
U.S. Phone							
Primary Secondary							
International Phone							
Primary Secondary							
Country							
Email			u have a Social Security er (SSN)? Yes No		Place of Birth		
PAPERWORK REDUCTION ACT (PRA) STATEMENT							
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: Office of Language Services, 14th Floor, 2401 E St. NW, U.S. Department of State, Washington, DC 20522.							

BACKGROUND								
Have you ever lived outside of the U.S.? Yes No								
Foreign Residence	e: Do not include brief visits.							
Country				Dates of Residence (MM/YYYY) From To				
Education								
	Institution	Location	Dates Atter From	nded (MM/YYYY) To	Major Subject (if applicable)	Certificate Awarded		
Indicate your profes	ssional association(s):							
AIIC	ATA	ATA Certified	TAALS	Other				
REFERENCES A	AND RÉSUMÉ							
Provide three profe your interpreting/tra	ssional references who are fami inslating work.	liar with your interpreting/tr	anslating skills a	s well as a copy o	of your résumé highli	ghting		
Reference Name			7	Telephone/E-mail				
1)								
2)								
3)								
PRIOR EXPERIENCE								
Have you previousl	Have you previously applied for or held a position at the Office of Language Service? Yes No							
When did you last apply or work with Language Services?								
What is your current occupation? How many years have you been in this occupation?								
Years of professional interpreting experience								
Years of professional translation experience								
If applying as a translator, summarize your major projects and areas of expertise as a professional translator. Include any experience with special translation software such as CAT tools or other software.								
PRIVACY ACT STATEMENT								
AUTHORITIES: This form is authorized by 5 U.S.C. 3109.								
AOTHORNIEG. This form is audiorized by 5 0.5.0. 5105.								

PURPOSE: The information solicited on this form is necessary for consideration for contract positions with the U.S. Department of State Office of Language Services.

ROUTINE USES: The information on this form may be shared with potential employers, credit institutions, rental offices, etc. requesting verification of employment and/or earnings. This information may also be released to other government agencies having a statutory or other lawful authority to maintain such information. For further information see State-37, Translator and Interpreter Records.

DISCLOSURES: Providing the requested information is voluntary. However, failure to provide the information requested may result in the failure of your application to be processed in a timely manner or at all. This may affect your contract prospects.

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TRANSLATION SAMPLE (250-	300 words only). Only complete and submit trans	slation samples if applying for written translation work.
Name Last	First	Middle Initial
D		
	uage, and insert source text (250-300 words only) be	IOW.
Source language		-
Please indicate the target langua	age, and insert target text (250-300 words only) belo	W.
		•

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