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| **SECTION 1: APPLICANT INFORMATION** |  |
| **FIRST NAME**      | **MI**   | **LAST NAME**      | **PERSONNEL #**      | **WORK BUILDING** *(floor/station #)*      |  |
|  |
| **WORK MAILING ADDRESS** *(Include street.)*      | **CITY**      | **STATE**      | **ZIP**      |  |
|  |
| **WORK EMAIL ADDRESS**      | **WORK PHONE**      | **PERSONAL EMAIL ADDRESS**      | **CELL PHONE**      |  |
|  |
| **LANGUAGE(S) YOU ARE APPLYING FOR** *(Specify dialect.)*: |        |  |
| **APPROXIMATE NUMBER OF HOURS LANGUAGE(S) SPOKEN PER WEEK:** |       |  |
|  | **YES** | **NO** | Select all sources listed below that have contributed to your bilingual skills: |  |
| Do you have access to a phone at your work station? | [ ]  | [ ]  | [ ]  | Formal Language Classes | [ ]  | Self-Taught |  |
| Are you able to perform the essential functions of the job? | [ ]  | [ ]  | [ ]  | First Language | [ ]  | Cultural Immersion |  |
| Are you currently an initial probationary employee? | [ ]  | [ ]  | [ ]  | Life Experiences | [ ]  | Other |  |
| In the space below, elaborate on the sources of your bilingual skills. For example, list specific names and dates of classes taken, your place of birth, or language immersion experiences. *(Text limited for accurate printing.)* |  |
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| **SECTION 2: PREVIOUS INTERPRETER EMPLOYMENT** |
| Do you have previous bilingual interpreting experience? **If yes, provide the information below.** | [ ]  | YES | [ ]  | NO |
| **BILINGUAL INTERPRETER FOR** *(full name of company, organization, individual)*       | **FROM** | **TO** |
|        |        |
| **MAILING ADDRESS** *(Include street.)* | **CITY** | **STATE** | **ZIP** |
|  |  |  |  |
| May we contact this previous employer for a recommendation of your bilingual interpreting skills? | [ ]  | YES |  | [ ]  | NO | **BEGINNING SALARY** | **ENDING SALARY** |
|  |  |  |
| **CONTACT NAME AND TITLE** | **EMAIL** | **PHONE** |
|       |       |       |
| **BILINGUAL INTERPRETER FOR** *(name of company, organization, individual)*       | **FROM** | **TO** |
|        |        |
| **MAILING ADDRESS** *(Include street.)* | **CITY** | **STATE** | **ZIP** |
|  |  |  |  |
| May we contact this previous employer for a recommendation of your bilingual interpreting skills? | [ ]  | YES |  | [ ]  | NO | **BEGINNING SALARY** | **ENDING SALARY** |
|  |  |  |
| **CONTACT NAME AND TITLE** | **EMAIL** | **PHONE** |
|       |       |       |
| **SECTION 3: CERTIFICATIONS AND AGREEMENTS** |
|  | By their signatures below, the applicant and direct supervisor understand and agree to the following: Completion of this application does not guarantee that the applicant will be selected for assessment. If the applicant is selected and successfully completes the certification examination, he or she will be expected to provide interpretation services by phone to Limited English Proficient (LEP) persons. The applicant must have the permission and recommendation of his or her direct supervisor to provide these services. The direct supervisor shall include interpreter job duties on the yearly evaluation of a selected applicant during the next yearly evaluation period and as long as the employee continues to provide such services. |  |
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| **APPLICANT SIGNATURE** | **DATE** | **DIRECT SUPERVISOR SIGNATURE** | **DATE** |
|  |  |  |  |
|  | I hereby certify that the information provided on this *Application for Interpreter Assessment* is true and complete to the best of my knowledge and authorize the Kentucky Transportation Cabinet (KYTC) to verify accuracy. I understand that, if selected, falsified statements of any kind or omissions of facts on this application shall be considered sufficient basis for dismissal from serving as an interpreter for Limited English Proficient (LEP) persons.  |  |
|  |  |
| **APPLICANT SIGNATURE** | **DATE** | **DIRECT SUPERVISOR SIGNATURE** | **DATE** |
|  |  |  |  |
| **FOR KYTC USE ONLY** |
|  | Applicant Recommended for Assessment | [ ]  | YES | [ ]  | NO |  |  |  |  |  |  |  |  |  |  | Interpreter Assessment Score |  |  |
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|  | Executive Director, Office for Civil Rights and Small Business Development |  |  | Date |  |
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