

Languages by Nicole, Inc.

CONSULTANT APPLICATION

Please complete this form and return to us if you are interested in working on a freelance basis for Languages by Nicole, Inc. If possible, please also attach a resume.

Please be assured that your Social Security Number will not be shared or passed along for any reason. The information will be used solely for the purpose of LBN database.

If you are not interested in working with us and wish to have your name removed from our list, please call us at 412-831-8580 or send e-mail to languagesbynicole.pgh@verizon.net.
We look forward to hearing from you. Thank you very much for your time.

<p>For LBN Use Only – Please do not write.</p> <p>Application Received: ____/____/200__</p> <p>Contract Received: ____/____/200__</p> <p>Data Entered: ____/____/200__</p>

Date prepared: ____/____/200__

1. Personal Information

First Name: _____ Last Name: _____

SSN: _____ Please check: Male ____ Female ____

Please check one: US Citizen ____ Permanent Resident ____ Work Visa (please specify) _____

Other: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Work Phone: _____

Cellular Phone: _____ Fax: _____

E-mail: _____ Work E-mail: _____

- Is it OK if we reach you at work? **Phone:** Yes / No **E-mail:** Yes / No

- When is the best time to reach you? _____

- Self-Employed: Yes / No

Please list the last three countries of your residence.

<u>Country</u>	<u>From</u>	<u>To</u>
_____	____/____/____	Present
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____

2. Languages

Please list languages in which you are fully fluent. List your best language first. Please be specific, including dialect when applicable (i.e. Mandarin instead of Chinese). Circle applicable answers.

	<u>Areas of Interest</u>			
	Teaching	Interpretation	Translation	Cultural Training
Native Language: _____	Yes / No	Yes / No	Yes / No	Yes / No
Language 2 _____	Yes / No	Yes / No	Yes / No	Yes / No
Language 3 _____	Yes / No	Yes / No	Yes / No	Yes / No
Language 4 _____	Yes / No	Yes / No	Yes / No	Yes / No
Language 5 _____	Yes / No	Yes / No	Yes / No	Yes / No

<u>Teaching applicant only:</u>	<u>Interested</u>	<u>Translation applicant only:</u>	
Adults	Yes / No	Do you have a computer?	Yes / No
Children (3 years old and up)	Yes / No	Microsoft Word installed?	Yes / No
Corporation	Yes / No	Do you have Internet access at home?	Yes / No

If you have previous experience in the following, please specify. Please attach your resume if there is not enough space. For interpretation, please include any informal experience (i.e. interpreting for family members and/or friends).

	<u>Certificate/Accreditation</u>
Teaching: _____	Yes / No
Interpretation: _____	Yes / No
Translation: _____	Yes / No
Cultural Training: _____	Yes / No

3. Subject Area of Expertise

Please rate your expertise by putting the applicable number in the columns.

Excellent - 5	Good - 4	Adequate - 3	Fair - 2	Poor - 1
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Accounting _____	Arts _____	Business _____
Chemistry _____	Communications _____	Computers _____
Education _____	Engineering _____	Financial _____
Healthcare _____	Legal _____	Pharmaceutical _____

Other (please specify): _____

Comment: _____

4. Background

A. Please list your **professional** background.

<u>Title</u>	<u>Company / Organization</u>	<u>From</u>	<u>To</u>
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___

B. Please list your **educational** background.

<u>Degree</u>	<u>Field</u>	<u>Name of School</u>	<u>From</u>	<u>To</u>
_____	_____	_____	___/___/___	___/___/___
_____	_____	_____	___/___/___	___/___/___
_____	_____	_____	___/___/___	___/___/___

Other Education/Training

5. Availability

A. **Location** - We service the whole Pittsburgh area and surroundings. Are you available for doing work in the following locations? Please circle the location you can work.

Downtown South North East West

Comments: _____

Do you have a driver's license? Yes / No

Do you have a car? Yes / No

Would you go out of town for assignments? Yes / No _____

B. **Schedule** Please explain if you are not available (i.e., full-time job, shift-work, school, seasonal, etc.).

<u>Weekday</u>		<u>Weekend / Emergency</u>	
Mornings	Yes / No	Saturdays	Yes / No
Afternoons	Yes / No	Sundays	Yes / No
Nights	Yes / No	Holidays	Yes / No
Late Nights	Yes / No	Emergency	Yes / No

Comments: _____

6. Referrals

Do you know any family members or friends who might be interested in working with us? If so, please forward this application and the contract forms or provide us information.

<u>Name</u>	<u>Language</u>	<u>Phone</u>	<u>E-mail (if known)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. How did you learn about us?

Referred by _____
 LBN E-Mail _____ LBN Website _____ Internet Search Engine (please specify) _____
 Yellow Pages _____ Others _____

8. Any Comments?

Due to the nature of the work we do, we may not require your services immediately, but we do keep a database of all contractors and will keep your information on the file for future reference. Thank you for your time.

Would you also be interested in volunteering your time to non-profit organizations? We cannot predict how often we will receive requests for any specific language; you should not feel obliged to go if your schedule does not permit. If you choose the first option below, we will give the organization your name and phone number. If you choose the second option, the organization will NOT have any of your private information. Please check one of the options below.

_____ Yes, please have them contact me when needed.
 _____ Yes, please contact me through LBN.
 _____ No, I would not be interested. (This in no way affects your contract with LBN.)

For LBN Use Only – Please do not write.

Note: _____

