

Application to Provide Interpreting Services
 Unified Judicial System of South Dakota
 3rd Judicial Circuit Court

Date: _____

I. CONTACT INFORMATION

Name: _____

Address: _____

Day time phone number: _____ Evening phone: _____

Fax number: _____ Cell phone: _____

Email address: _____

II. CERTIFICATIONS

		When?	By Whom?
1. Are you certified by <i>any</i> Court Interpreter Program? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. Are you certified by any other body, group, or organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Have you ever completed an interpreter Orientation program sponsored by any state or federal court? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Have you even taken a written ethics examination administered by any state or federal court? <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. FOR SIGN LANGUAGE ONLY. Do you possess a			
a. Certificate of Transliteration (CT) Yes No			
b. Certificate of Interpretation (CI) Yes No			
c. Comprehensive Skills Cert (CSC) Yes No			
d. Cert Deaf Interpreter (CDI) Yes No			
e. Cert Deaf Interp Prov (CDI-P) Yes No			

III. LANGUAGE MASTERY

1. In what languages can you effectively communicate and interpret?
2. How did you learn these languages?
3. What language do you consider your first or strongest language?
4. How long have you been communicating in these languages?
5. How often do you communicate in these languages? Daily, weekly, monthly? How many hours per day/week/month?
6. Have you interpreted court proceedings in the past? If so, when and where? What kind of case? What type of hearing was it?
7. What interpreting services are you willing to provide?
 - ___ simultaneous interpreting
 - ___ consecutive interpreting
 - ___ translation of written documents

IV. EDUCATION

1. Do you have any formal *interpreter* training? If so,
 - a. When did you take this training?
 - b. How long was the training program?
 - c. What was involved in the training?
 - d. Can you provide verification of this training?
2. Have you formally studied *languages* you interpret as part of a curriculum? If so, when and where?
3. What is the highest grade of formal education you have completed? Describe any college degrees, professional accomplishments, or other special training.

V. WORK HISTORY

1. Are you currently employed? If so, where, and how long have you been there?
2. What is your job title?
3. If you are employed, is your employer willing to accommodate the need for you to appear as an interpreter for court proceedings?
4. What is your availability for interpreting, and how much notice do you require?

VI. PERSONAL INFORMATION

1. What country did you grow up in? How many years did you live there?
2. If were not born in the US, how long have you lived here?
3. Have you done any extensive travel to countries where the languages you interpret are spoken? Where? When?
4. For what kinds of specialized settings have you had occasion to use your interpreter skills?
 - ___ Business/employment
 - ___ Medical care
 - ___ Travel and accommodations
 - ___ Educational
 - ___ Leisure/recreation (reading, eating out, shopping, etc.)
 - ___ Legal or court or jail/law enforcement-related
 - ___ Other: _____

VII. SERVICES AND FEES

1. What is your rate for interpreting services, mileage, etc. _____
2. How far are you willing to travel to interpret? _____
3. Do you have a minimum fee or time block which must be met? _____

- 4. Are there days or times of day that you will not accept assignments? _____
- 5. Are you willing to subscribe to our Code of Ethics? _____

By submitting this application, I acknowledge that I understand the Unified Judicial System is not soliciting for permanent full- or part-time employees; that all interpreters are contracted on an as-needed basis; that I am eligible to work in the United States and can provide verification of such authority; and that I must comply with all local, state and federal employment laws relating to independent contractors.

Date: _____
_____ *Signature*

For Court Administration Use only: