

## 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

lsonlineapps@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.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Type
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## LANGUAGE SELECTION

Exam Type	Language(s) /How Learned	
<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Liaison Interpreting		
<input type="checkbox"/> Seminar Interpreting		
<input type="checkbox"/> Conference		
<input type="checkbox"/> Consecutive Conference		
<input type="checkbox"/> Translation	Source Language	Target Language

## 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 \_\_\_\_\_ Do you have a Social Security Number (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:** *Do not include brief visits.*

Country	Dates of Residence (MM/YYYY)	
	From	To

**Education**

Institution	Location	Dates Attended (MM/YYYY)		Major Subject (if applicable)	Certificate Awarded
		From	To		

Indicate your professional association(s):  
 AIC  ATA  ATA Certified  TAALS  Other \_\_\_\_\_

**REFERENCES AND RÉSUMÉ**

Provide three professional references who are familiar with your interpreting/translating skills as well as a copy of your résumé highlighting your interpreting/translating work.

Reference Name	Telephone/E-mail
1)	
2)	
3)	

**PRIOR EXPERIENCE**

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.

**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.

**TRANSLATION SAMPLE (250-300 words only). Only complete and submit translation samples if applying for written translation work.**

Name *Last*

*First*

*Middle Initial*

Please indicate the source language, and insert source text (250-300 words only) below.

Source language \_\_\_\_\_

Please indicate the target language, and insert target text (250-300 words only) below.

Target language \_\_\_\_\_