

## Introduction

Found in Translation is now accepting application to its 2017 Language Access Fellowship program. The fellowship includes a 3-month Medical Interpreter Certificate training, followed by apprenticeship, job placement, and ongoing professional development.

Medical interpreting is a rapidly-growing field with typical entry-level wages between \$20 and \$30 per hour. As interpreters, Language Access Fellows will reduce racial, ethnic, and linguistic disparities in health care by giving health care access to patients who are not proficient in English.

Low-income communities are rich in bilingual talent, and our goal is to identify promising candidates with limited economic resources and to support their success in our program and in the medical interpreting profession.

The program is free of charge and includes supports such as on-site childcare, transportation assistance, mentoring, career coaching, financial literacy education, job search assistance, job placement, and more.

Recognizing that opportunities to advance in the workforce are stifled by many kinds of inequality, transgender women and women who are veterans are strongly encouraged to apply.

**The course will begin in February 2017. The deadline to apply is October 17, 2016.**

Please visit <http://www.found-in-translation.org/program.html> for more details on our program, and <http://www.found-in-translation.org/application-guidelines.html> for eligibility requirements, selection criteria, and helpful tips.

Questions? Email Gaye Gentes, Program Manager: [gaye@found-in-translation.org](mailto:gaye@found-in-translation.org)

This application will take about one hour to complete. When you are done, you will see a "Thank You" page and you will have the option to receive a confirmation email.

**This document is for informational purposes only! You must fill out the form on our website:**

**<http://found-in-translation.org/apply.html>**

Question	Choices
<b>Eligibility</b>	
<b>1</b> <b>Are you a woman?</b> If you consider yourself a woman, we do too.	• Yes

- 2 Are you eligible to work in the US?**  
U.S. employment eligibility requirements can be found at [www.uscis.gov/i-9](http://www.uscis.gov/i-9)

    - No (ineligible for program)
    - Yes
    - No (ineligible for program)
  - 3 Are you fluent in English and at least one other language?** If you are not sure, we will test your fluency.

    - Yes
    - Not Sure
    - No (ineligible for program)
  - 4 Are you available to attend classes from February 2016 through May 2016?**  
The weekly schedule for classes would be 3 weekday evenings and Saturday mornings.

    - Yes
    - Not Sure
    - No (ineligible for program)
  - 5 How old are you?**  
Applicants should be at least 18 years old (required to work as interpreters). We do not discriminate based on age; so far, graduates of our program range in age from 19 to late 60's.

    - [ Your Age in Years ]
  - 6 Full Name**

    - [ Full Name ]
  - 7 Email Address**

    - [ Email Address ]
  - 8 Mailing Address**

    - [ Mailing Address ]
  - 9 Phone Number**

    - [ Phone Number ]
- 

## Languages

- 10 How many languages do you speak, including English?** Count dialects as separate languages. Fill in the following details for each language you speak. One of the languages must be English.

  - [ Number of Languages ]
- i. Language #1 [ #2, #3 ... ]**  
Your primary language is the one you communicate in most comfortably

  - [ Select Language from List ]
- ii. Can you speak, read & write in this language?**  
Check all that apply.

  - [ Speak | Read | Write ]
- iii. Briefly describe where and when you learned this language.** Ex: did you grow up speaking it, learn it in school, live in another country?

  - [ Short Answer ]

**[ Repeat #10 for each language that you speak, in decreasing order of strength ]**

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## Miscellaneous

- 11 How did you hear about Found in Translation?** (ex: mosque, nonprofit, Head Start; friend, family, social worker)
- [ Organization ]
  - [ Person ]
  - [ Other ]
- 12 Have you applied to the program before?**  
If so, which year(s) did you apply?
- [ Yes | No ]
  - [ 2012 | 2013 | 2014 | 2015 ]
- 13 Have you served in the US Military?**  
Women who are veterans are especially encouraged to apply.
- [ Yes | No ]
  - [ Prefer not to answer ]
- 14 Are you transgender?**  
Transgender women are especially encouraged to apply,
- [ Yes | No ]
  - [ Prefer not to answer ]
- 15 What is your country of origin?**  
Pick whichever country best describes this. If it's more than one country, elaborate below.
- [ Select Country from List ]
- 16 Please briefly list the countries you have lived in, and for how long:**
- [ Short Answer ]
- 

## Household

- 17 How many people live in your household, including yourself?**
- [ Number ]
- 18 Do you have any dependent children who are NOT included in your household? If so, how many?** (ex: children who don't live with you).
- [ Yes | No ]
  - [ Number of dependent children not included in your household ]
- 19 (a) Household Member #1 (You)**
- i. Are you employed?**
- [ Employed (paid work) ]
  - [ Not Employed ]
- ii. Are you a single mother?**
- [ Yes | No ]
- 19 (...) Household Member #2 [ #3, #4... ]**  
Repeat for each person in your household.
- i. Name**
- [ Name ]
- ii. Age**
- [ Age ]

**iii. Relationship to you**

- [ Spouse or Partner ]
- [ Dependent Child ]
- [ Other ]

**iv. Is this person employed?**

- [ Yes (paid work) ]
  - [ No ]
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**Education**

**20 (a) Have you completed any level of formal education?**

- [ Yes | No ]

**20 (b) What level(s) of formal education that you have completed?** Check all that apply.

[ Checkboxes: 1st-8th grade, Some high school, High School Diploma or GED, Some College, Certificate, Associate's Degree, Bachelor's Degree, Master's Degree, Doctorate or PhD ]

**21 Briefly describe your educational accomplishments.** Specify any additional details you'd like us to know. Ex: your major or concentration, honors/awards, GPA, etc.

- [ Short Answer ]
- 

**Work & Volunteer Experience**

In this section, we will ask you for information about all paid and unpaid work, internship or volunteer experience. Please be thorough; when deciding what to count as a position, be sure to include any freelance work or self-employment (i.e. your own business). If you have held multiple positions with the same employer — for example if you were promoted or moved and your role and/or pay changed — count those separately.

**22 Have you ever had a paid job, paid or unpaid internship, or volunteer position?**

- [ Yes ]
- [ No ]

**23 Position #1 [ #2, #3... ]**

**Employer**

Organization, company, or individual  
(ex: Mass General)

**Title or Position**

Title or role (ex: admin assistant, teacher)

- [ Short Answer ]

**Type of Position**  
(choose one)

- [ Paid job, paid internship, or freelance ]
- [ Unpaid Internship ]

- [ Volunteer Position ]
- Do you currently work or volunteer at this position?**
  - [ Yes ]
  - [ No ]
- Does/did this job involve interpreting, language, or culture?**
  - [ Yes ]
  - [ No ]
- Is your job seasonal?**  
Ex: summer camp
  - [ Yes ]
  - [ No ]
- If your job is seasonal, please describe. Which months do you work this job?**
  - [ Short Answer ]
- Is your job temporary?**  
(i.e. job has a set end date)
  - [ Yes ]
  - [ No ]
- If your job is temporary, please describe. When does the job end?**
  - [ Short Answer ]
- Start Date**
  - [ Month and Year ]
- End Date** (if you no longer work here)
  - [ Month and Year ]
- Pay** (if wages vary, ex: tips or project work, estimate an average)
  - [ \$ per hour ]
  - [ \$ per year ]
- Hours per week**
  - [ Hours ]
- What are/were your duties and responsibilities?**
  - [ Short Answer ]
- Briefly, what do/did you like most about this position?**
  - [ Short Answer ]
- Briefly, what is/was most difficult about this position?**
  - [ Short Answer ]

[ Repeat #23 for each language that you speak, in decreasing order of strength ]

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### **Other Work & Volunteer Positions**

- 24 **Briefly describe any paid jobs you've worked which you haven't already mentioned.**
  - [ Short Answer ]

**25**      **Briefly describe any unpaid/volunteer positions, internships, externships, and other experience which you haven't already mentioned.**      • [ Short Answer ]

**26**      **Have any of your (paid or unpaid) jobs involved interpreting, language, culture, or medicine? Please describe.**      • [ Short Answer ]

### **Income from Other Household Members**

This section of the form lists only those household members who you listed as employed; please estimate household members' average monthly income.

**27**      **Household Member #2**      • [ Name ]  
Estimate average earned income.      • [ Monthly Income ]

**Household Member #3 [ #4, #5... ]**      • [ Name ]  
Estimate a average.      • [ Monthly Income ]

**[ Repeat #27 for each household member who earns income ]**

### **Other Household Income**

**28**      **Unemployment insurance?**      • [ Yes | No ]  
                               • [ Average monthly income ]

**29**      **Alimony or child support?**      • [ Yes | No ]  
                               • [ Average monthly income ]

**30**      **Retirement support?**      • [ Yes | No ]  
                               • [ Average monthly income ]

**31**      **Do you receive SSI?**      • [ Yes | No ]  
                               • [ Average monthly income ]

**32**      **Do you receive SSDI?**      • [ Yes | No ]  
                               • [ Average monthly income ]

**33**      **TANF Cash Assistance?**      • [ Yes | No ]

- [ Average monthly income ]
- 34 **Gifts from family / friends?**
  - [ Yes | No ]
  - [ Average monthly income ]
- 33 **Income from other source(s)?**
  - [ Yes | No ]
  - [ Average monthly income ]
- Briefly describe the Other Source(s) of regular income?**
  - [ Yes | No ]
  - [ Average monthly income ]

### **Housing & Benefits**

- 34 **Medicaid (MassHealth)** • [ Yes | No ]
- 35 **Medicare** • [ Yes | No ]
- 36 **Food Stamps/SNAP** • [ Yes | No ]
- 37 **WIC** • [ Yes | No ]
- 38 **Rental Assistance** • [ Yes | No ]
- 39 **Utility Assistance or Fuel Assistance** • [ Yes | No ]
- 40 **TANF Childcare** • [ Yes | No ]
- 41 **TANF Transportation Assistance** • [ Yes | No ]
- 42 **Have you ever experienced homelessness?**
  - [ Yes, currently ]
  - [ Yes, in the past ]
  - [ No, never ]
- 43 **Current Housing Situation. Choose one:**
  - Own a home
  - Rental, no subsidy (entire apartment) | Rental with subsidy (entire apartment)
  - Rental, no subsidy (apartment share / roommates)
  - Rental, with subsidy (apartment share / roommates)
  - Public Housing | Section 8 | Transitional Housing
  - HomeBASE | Shelter | Hotel or Motel
  - Temporarily staying with family | Temporarily staying with friends
  - Place not meant for habitation (e.g. car, outside, etc.)

- 44 **Please describe any other economic / financial hardship you are experiencing.** • [ Short Answer ]
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## Essays

The following four questions are the most important part of this application. Please answer as clearly, thoughtfully, and completely as you can.

The essay questions are very important. It is your chance to tell us about yourself as an individual. The best responses are usually at least 4-5 sentences long. We strongly recommend that you write your essays separately in a word processor, such as Microsoft Word, Google Docs, or Notepad, and then copy and paste your responses into the form when you are ready to submit.

Write the essays on your own. The essays should contain your own thoughts and reflect your writing style and proficiency, as these are all factors in our selection process.

- 45 **Essay 1. Two Parts:** • [ Essay Response ]  
(a) **Why do you want to be a medical interpreter? What motivates you?**  
(b) **Do you think that you would be a good medical interpreter? What strengths, skills, and personal attributes will you bring into this profession?**
- 46 **Essay 2. Describe your long-term professional goals/plans and how medical interpreting fits into these goals/plans:** • [ Essay Response ]
- 47 **Essay 3. Tell us about a time in your life when you set a goal and achieved it. How did you achieve success?** • [ Essay Response ]
- 48 **Essay 4. Sometimes things don't go as planned. Tell us about a time in your life when you set a goal but were not able to achieve it. What did you learn from this experience?** • [ Essay Response ]

## My Resume



**49**      **What best describes your resume?**

- [ It is in good shape, I am satisfied with it ]
- [ It could use some edits or updates ]
- [ It is in need of major revision ]
- [ I don't have a resume ]

**50**      **You may optionally attach a resume file (Microsoft Word, PDF, text) to this application,**

**This document is for informational purposes only! You must fill out the form on our website:**

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