

**SAMPLE APPLICATION – FOR INFORMATIONAL PURPOSES ONLY
ALL APPLICATIONS MUST BE SUBMITTED ONLINE**

Language Access Fellowship 2018

The 2018 Language Access Fellowship application is now open!
Application deadline: April 22nd, 2018. Program start date: September, 2018.

Found in Translation is now accepting applications to its 2018 Language Access Fellowship program. The fellowship includes a 15 week Medical Interpreter Certificate training, followed by ongoing professional development, possible apprenticeships and job placements. Medical interpreting is a rapidly-growing field with typical entry-level hourly wages between \$20 and \$30. 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.

Please visit <http://www.found-in-translation.org/application-guidelines.html> for eligibility requirements, selection criteria, and helpful tips. The application takes around an hour to complete. When you are done, you will see a "thank you" page and you will have an option to receive a confirmation email. The essays questions are at the end and they are very important. We recommend that you write and save your responses, especially the essay portion, in a separate word processor before copying and pasting them into the application form, so that your work isn't lost in the event of technical difficulties.

Questions? Email Abigail Setterholm, Program Coordinator: abigail@found-in-translation.org

Basic Eligibility

Are you a woman?

If you consider yourself a woman, we do too.

- Yes
- No (ineligible for program)

Are you eligible to work in the US?

U.S. employment eligibility requirements can be found at www.uscis.gov/i-9

- Yes
- No (ineligible for program)

Do you hold a Medical Interpreter Certificate?

- Yes (ineligible for program)
- No

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Are you fluent in English and at least one other language?

- Yes
- Not Sure (we will test your fluency)
- No (ineligible for program)

Are you available to attend classes from September 2018 through December 2018? (Weekly schedule: 3 weekday evenings, Saturday mornings)

- Yes
- Not Sure
- No (ineligible for our program)

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.

___ Years

Contact Information

Full Name

First Name Middle Name Last Name

E-mail

Address

Street Address City State Postal/Zip Code Country

Phone Number

Languages

How many languages do you speak, including English?

Count dialects as separate languages.

___ Languages

Click/touch each row below to fill in details about each language you speak.

Your primary language is the one you communicate in most comfortably.

One of the languages must be English.

Primary Language

Select Language

Can you speak, read & write in this language? Check all that apply.

Speak Read Write

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Briefly describe where and when you learned this language.

Ex: did you grow up speaking it, learn it in school, live in another country?

2nd Strongest Language

3rd Strongest Language

4th Strongest Language

5th Strongest Language

6th Strongest Language

7th Strongest Language

8th Strongest Language

(same as above for each language)

Other Languages

Please list any other languages you speak, your ability to speak, read and/or write in that language, and background of where and when you learned it.

Miscellaneous

How did you hear about Found in Translation?

- Organization (ex: Mosque, nonprofit, Head Start)
- Person (ex: Friend, family, social worker)
- Other _____

Organization that referred you:

Contact person at organization:

Name of person who referred you and relationship to you

Are they affiliated with an organization? How did they hear about us?

Have you applied to our program before?

- Yes
- No

Which year(s) did you apply? Check all that apply.

- 2012 or 2013
- 2014
- 2015
- 2016

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Have you served in the US Military? Women who are veterans are especially encouraged to apply.

- Yes
- No
- Prefer not to answer

Are you transgender? Transgender women are especially encouraged to apply.

- Yes
- No
- Prefer not to answer

What is your country of origin? Pick whichever country best describes this. If it's more than one country, elaborate below.

Please briefly list the countries you have lived in, and for how long:

Household

How many people live in your household, including yourself?

_____ Household member(s)

Do you have any dependent children who are NOT included in your household? (ex: children who don't live with you)

- Yes
- No

Click on row(s) below to fill in details about each member of your household.

Your Name

Your Age

Are you employed?

- Employed (paid work)
- Not Employed

Are you a single mother?

- Yes
- No

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Household Member #2

Name

Age

Relationship to you

- Spouse or Partner
- Dependent Child
- Other _____

Is this person employed?

- Yes (paid work)
- No

Household Member #3

Household Member #4

Household Member #5

Household Member #6

Household Member #7

Household Member #8

Household Member #9

Household Member #10

Household Member #11

Household Member #12

(same as above)

Other Household Members

Please list the name, age, relationship to you, and employment status of any other household member(s) not already recorded above.

Education

Have you completed any level of formal education?

- Yes
- No

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What level(s) of formal education that you have completed?

Check all that apply.

- 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

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

Have you ever studied interpretation or translation?

- Yes
- No

Have you ever studied interpretation or translation? Please describe.

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 as separate positions.

Please provide the following information for all jobs, starting with your current or most recent job. (We'll ask you about other jobs next). Please include jobs held out of the U.S., for family owned businesses and any regular volunteer work.

If you have worked at the same company but under different titles please list each position separately.

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

- Yes
- No

Position #1

Employer – Organization, company or individual (ex. Mass General)

Position – Title or role (ex. Administrative assistant, teacher)

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Type of Position

- Paid job, paid internship, or freelance
- Unpaid internship
- Volunteer position

Do you currently work / volunteer at this position?

- Yes
- No

Does/did this position involve interpreting, language, or medicine?

- Yes
- No

Job is seasonal Ex: summer camp

- Yes
- No

Job is temporary (i.e. set end date)

- Yes
- No

Start Month: _____

Start Year: _____

End Month: _____

End Year: _____

Pay (\$): _____

If wages vary (ex. Tips, project work) estimate an average

Select one:

- \$ per hour
- \$ per year

Hours per week: _____

If hours vary, estimate an average

What are/were your duties and responsibilities?

Briefly, what do/did you like most about this position?

Briefly, what is/was most difficult about this position?

Briefly, why did you leave this position?

Add another position?

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- Yes
- No

- Position #2**
- Position #3**
- Position #4**
- Position #5**
- Position #6**
- Position #7**
- Position #8**

(same as above)

Other Work and Volunteer Positions

Briefly describe any paid jobs you've worked which you haven't already mentioned.

Briefly describe any unpaid/volunteer positions, internships, and other experience which you haven't already mentioned.

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.

Household Member #2 _____
Monthly Income #2 _____ Average \$ per month

Household Member #3 _____
Monthly Income #3 _____ Average \$ per month

- Household Member #4**
 - Household Member #5**
 - Household Member #6**
 - Household Member #7**
 - Household Member #8**
 - Household Member #9**
 - Household Member #10**
 - Household Member #11**
 - Household Member #12**
- (same as above)
-

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Other Household Income

Unemployment Insurance

- Yes \$ _____ Average \$ per month
- No

Alimony or child support

- Yes \$ _____ Average \$ per month
- No

Retirement income

- Yes \$ _____ Average \$ per month
- No

Do you receive SSI

- Yes \$ _____ Average \$ per month
- No

Do you receive SSDI

- Yes \$ _____ Average \$ per month
- No

TANF Cash Assistance

- Yes \$ _____ Average \$ per month
- No

Gifts from family / friends

- Yes \$ _____ Average \$ per month
- No

Income from other source(s)

- Yes \$ _____ Average \$ per month
- No

Please describe the Other Source(s) of regular income.

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Housing & Benefits

Non-Cash benefits your household, or any household member, currently receives:

- Medicaid (MassHealth)
- Medicare
- Food Stamps/SNAP
- WIC
- Rental Assistance
- Utility Assistance or Fuel Assistance
- TANF Childcare
- TANF Transportation Assistance

Have you ever experienced homelessness?

- Yes, currently
- Yes, in the past
- No, never

Current Housing Situation

- 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/friends (not permanent situation)
- Living with family
- Place not meant for habitation (ex. Car, outside etc.)

Please describe any additional economic / financial hardship you are experiencing:

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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.

Essay 1: What in your past has prepared you for this career? What is important for us to know about you?

Essay 2: Why is now a good time in your life to take this course?

Essay 3: Describe your long- term professional goals/plans and how medical interpreting fits into these goals/plans.

Essay 4: Tell us about a time in your life when you set a goal and achieved it. How did you achieve success?

My Resume

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

Do you want an email confirmation after submission?

Note that the confirmation email includes a full copy of the application as you filled it out.

- Yes, I want an email confirmation
- No

Almost done! Click submit application!

I certify that everything stated in this application regarding my income, housing and education status is true and accurate to the best of my knowledge.

Submit Application