Metiang EMPLOYMENT APPLICATION

Metropolitan Interpreters and Translators

LAST NAME		FIRST NAME			MI	EMAI	AIL:		
STREET ADDRESS					HOME PHONE# ()				
						CELL # ()			
CITY		STATE ZIP CODE				DATE OF BIRTH:			
HOW DID YOU HEAR ABOUT US? (MONSTER, US.JOBS, CRAIGSLIST, EMPLOYEE REFERRAL, ETC.)									
HIGHEST DEGREE EARNED									
DATE GRADUATED (mm/yyyy) INSTITUTION						DEGREE / GPA			
LANGUAGE SKILLS									
LANGUAGE			ORAL PROFICIENCY?				WRITTEN PROFICIENCY?		
			TYES		NO		TYES	□NO	
			□ YES		NO		YES	□NO	
			TYES		NO		□YES	□NO	
Are you currently d	elinquent (on any financi	al obligation	ns?			□ YES	□ NO	
Are you currently delinquent on any financial obligations?									
Are you available to travel for temporary duty (TDY) assignments?						☐ YES	□ NO		
List all the agencies for which you are currently cleared to work (i.e. DEA, ICE, FBI, etc.)									
PLEASE READ:									
You are not obligate									
a refusal of work cou assignment with us e	nds. If not,	, this may jeop	ardize your	U.I. be	enefits.	All en	nployees are bond	led when	
assigned to a job. Our bonding company has been instructed to prosecute all dishonest acts to the full extent of the law. You agree to obtain written permission before you accept temporary or permanent work									
directly from one of Metropolitan's clients or subsidiaries to whom you have been previously assigned.									
I have read and									
understand the above and the information —									
on next page. SIGNED						DATE			

The Metropolitan Companies, Inc. has developed these safety rules patterned after the Federal and State OSHA requirements. Read and become familiar with these rules, and the other safety rules that apply to your job.

- 1. Report any injury to your employer / supervisor immediately.
- 2. Report any observed unsafe condition to your employer / supervisor.
- 3. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will be terminated.
- 4. If you do not have current First Aid Training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
- 5. Appropriate clothing and footwear must be worn on the job at all times.
- 6. You should not perform any task, including operation of office machines, unless you are trained to do so and are aware of the hazards associated with that task.
- 7. Learn where fire extinguishers and first aid kits are located.
- 8. Maintain a general condition of good housekeeping in all work areas at all times.
- 9. Obey all traffic regulations when operating vehicles.
- 10. When operating or riding in company vehicles or using your personal vehicle for business purposes, the vehicle's seatbelt shall be worn.
- 11. Be alert to hazards that could affect you and your fellow employees.
- 12. Be alert for weather related hazards such as rain, snow or ice on walking surfaces.
- 13. Always perform your assigned task in a safe and proper manner; do not take short cuts. The taking of shortcuts and the ignoring of established safety rules are the leading causes of employee injury.

I certify that I have read and understand and will abide by the above listed safety rules. Failure to do so may be grounds for termination and may disqualify my insurance benefits. I also certify that I was given the opportunity to ask questions relating to any and all of the above listed rules and policies and that my questions were answered by a representative of the company.

Applicant's Signature

Date

COMMENTS (OFFICE USE ONLY)