

EMPLOYMENT APPLICATION

LAST NAME	FIRST NAME	MIDDLE NAME	
ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	ALT PHONE NUMBER	EMAIL	

HOW DID YOU HEAR ABOUT US?

HIGHEST DEGREE EARNED		
DATE GRADUATED (MM/YYYY)	INSTITUTION	DEGREE / GPA

LANGUAGE SKILLS			
LANGUAGE	CAN SPEAK (Y OR N)?	CAN WRITE (Y OR N)?	CAN READ (Y OR N)?

	YES	NO
Are you available to travel for temporary duty (TDY) assignments?		
Do you possess a government security clearance? If so, please list the agencies and approximate clearance dates.		

PLEASE READ:

You are not obligated to accept any job assignment. However, if you are on unemployment insurance (UI), a refusal of work could jeopardize your UI benefits. You must inform this office on the last day when your assignment with us ends. If not, this may jeopardize your UI benefits. All employees are bonded 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 Metlang's clients or subsidiaries to whom you have been previously assigned.

The Metropolitan Companies, Inc. has developed these safety rules patterned after 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 when 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 at all times.
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 short cuts and the ignoring of established safety rules are the leading causes of employee injury.

I certify that I have read, understood 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 have 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.



Metropolitan Interpreters and Translators

any language, anywhere, anytime

Metlang is an EEO/AA employer: qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, status as an individual with disability, genetic information, marital status, amnesty, protected veteran status, or any other protected category in accordance with applicable federal, state, and local law. All qualified applicants will not be discriminated against on the basis of disability.

I certify that the information that I have entered in my employment application is true and accurate. I understand that providing false information on this application could lead to disciplinary action, up to and including termination.

SIGNATURE	PRINT NAME	DATE
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