



Office of Language Services

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Welcome to LSTEST

Employment Information

DS-7651  
OMB: 1405-0191  
Expiration Date: 05/31/2016  
Estimated Time Burden: 30 minutes

**Thank you for your interest in applying to the U.S. Department of State's Office of Language Services. You may use the following online form to apply for freelance work as an interpreter or translator. A paper application is also available upon request. Please call (202) 261-8800 to request that one be sent to you.**


**Applications are accepted on an ongoing basis according to the needs of our office, which are reflected below. You may select a skill level below (liaison, seminar, conference, translation) to see those languages we are currently seeking. Please note that our office is not recruiting for all languages at all levels.**

**Languages placed in the "High-Priority" column are languages that our office is actively recruiting at a given skill level. Applications for languages in the "Other Languages" column are also accepted year-round according to the specific qualifications of the individual.**

**Please be aware that applications may take up to four weeks to process. In the event that your qualifications match our current needs, you may be contacted to initiate the formal testing process.**

*Applicants for contract work must be able to work legally in the United States, but are not required to hold U.S. citizenship. Eligibility to apply and work for the Office of Language Services will be determined by U.S. Citizen and Immigration Services (USCIS) guidelines and will be corroborated by verifying that all relevant documentation is presented with the application. If you have any doubts, please refer questions about general eligibility to your local USCIS office before applying. Because contract interpreting/translation is not considered regular employment, the Office of Language Services cannot sponsor visa applicants who do not currently have work authorization. Applications from non-citizens that do not present the proper eligibility documentation will not be reviewed.*

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Please [click here](#)  for an explanation of the different interpreting levels.

Liaison Interpreting     Seminar Interpreting     Conference Interpreting     Translation

High-Priority Languages

Other Languages

Please [click here](#) if your language is not provided.




v1.0.0.14

The first “click here” takes you to : <http://www.state.gov/m/a/ols/c56573.htm>

The second “click here” takes you to:

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### Language Inquiry

Please complete the form below to request an exam in a language other than those listed on the [website](#)  . If and when the need arises for this language, a determination will be made and you will be notified.

Name:

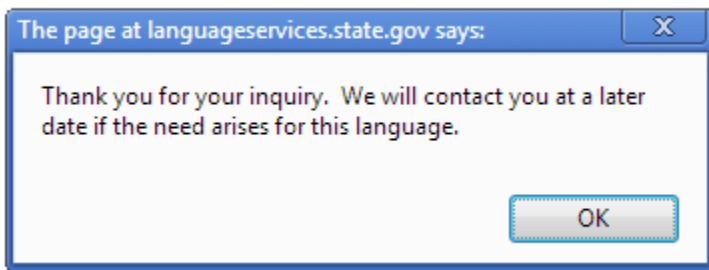
Email:

Language:



Clicking on the “website” link takes you to: <http://state.gov/m/a/ols/index/htm> . However, there is no list of languages on the website. It just states that we hire in all languages and that our priorities fluctuate.

Filling out the language inquiry and clicking on “submit” leads to the following:



## Before You Apply

\* = Required

Applying takes about 30 minutes. There is no option to save or come back later - you must complete the process in one sitting. Below is a list of things you will need before applying:

### **Resume (uploadable in .docx, .doc, .pdf or .xml format) and References**

Please submit a copy of your resume and at least three professional references with contact information, preferably who are familiar with your linguistic work. Your resume should highlight your translating and/or interpreting work.

### **Translation Samples (only if applying for translation test)**

Translation applicants must be able to type in their source and target language and have a short sample translation. The translation must be accompanied by the original source language text (uploadable in .docx, .doc, or .pdf format). The translation should be related to international affairs, should be approximately 110-150 words long and must be into applicant's native language. Plagiarized samples will be automatically disqualified.

Each screen has a 20-minute time-out feature. If you have not proceeded to the next screen within that amount of time, the application process will expire and you will have to start over. Do not submit more than one application for the same language combinations within the same 12 month time period or your applications will be disqualified.

### Privacy Act Statement

This form is authorized by 5 U.S.C. 3109 and 48 CFR 1.9. The information solicited on this form is necessary for consideration for contract positions with the U.S. Department of State Office of Language Services. The information on this form may be shared with potential employers, credit institutions, rental offices, etc. requesting verification of employment and/or earnings. The information may also be released to other government agencies having statutory or other lawful authority to maintain such information.

I have read and agree to the terms of submitting this application.  Yes  No \*

Warning: There is no option to save or come back later.

NEXT



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## Applicant Information

\* = Required

Your Application ID is: afc4bd

Please record this number as it will be used to refer to your application.

Name:	<input type="text" value="Jonathan"/>	<input type="text" value="Christ"/>
Address:	<input type="text" value="2000 N St. NW"/>	City: <input type="text" value="Washington"/>
State/Province/Region:	<input type="text" value="District of Columbia"/>	Zip Code: <input type="text" value="20036"/>
U.S. Phone:	<input type="text" value="7136791961"/> Primary <input type="text" value="Cell"/>	<input type="text" value="2814803461"/> Secondary <input type="text" value="Home"/>
International Phone:	<input type="text"/> Primary <input type="text" value="Cell"/>	<input type="text"/> Secondary <input type="text"/>
Country:	<input type="text" value="United States"/>	
Email:	<input type="text" value="christjg@state.gov"/>	
Do you have a Social Security Number (SSN)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
What is your place of birth?	<input type="text" value="Webster, TX"/>	
Can you legally work in the U.S.?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are you a U.S. Citizen?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text" value="Other"/>	
	<input type="text" value="fhwbgahds"/>	

**NEXT** 

note: even though I said I could not work legally in the U.S., the application let me proceed.

Welcome to LSTEST

**Background**

Have you ever lived outside the U.S.?  Yes  No

Please list all non-US residences:

From:  To:  Country:

[ADD](#)

Residence History:

From	To	Country	Years of Residence	
01/2010	05/2012	Iceland	2	<a href="#">REMOVE</a>

**Education**

Please list all educational experience (high school and above):

From:  To:  City/State/Country:

Institution:  Subject:  Certificate Awarded:

[ADD](#)

Education History:

From	To	Institution	City/State/Country	Subject	Certificate Awarded	
08/1990	05/2000	University of Iowa	Iowa City, IA, USA	Landscape Design	Doctorate	<a href="#">REMOVE</a>

Please select your professional associations:

AIC  ATA  ATA Certified  TAALS Other:



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## Language Selection

Please select the exam and language combinations for which you are applying. Note: If applying for a translation position, you may only choose one combination and will be required to submit a short translation sample (110-150 words). The target language should be your native language.

[Click here](#) for information on interpreting/translation categories and standards.

Type of Exam(s):  Source Language:  Target Language:

You are applying for:

	Exam Type	Source Language	Target Language
<input type="button" value="REMOVE"/>	Liaison Interpreting	English	Hindi
<input type="button" value="REMOVE"/>	Translation	Arabic	English

<http://www.youtube.com/watch?v=5e5eyzlkvwg> clicks through to a conference level exam to show the difficulty of it.

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### Resume, References and Translation Sample

\* = Required

Please submit a copy of your resume and at least three professional references who are familiar with your interpreting skills. Your resume should highlight your interpreting work.

References:

1) Name:	<input type="text" value="Mr. Blue"/>	Phone Number:	<input type="text" value="2022618763"/>	Email:	<input type="text" value="bluemg@state.gd"/>
2) Name:	<input type="text" value="Mr. Pink"/>	Phone Number:	<input type="text" value="2022618763"/>	Email:	<input type="text" value="pinkmg@state.gd"/>
3) Name:	<input type="text" value="Mr. White"/>	Phone Number:	<input type="text" value="2022618763"/>	Email:	<input type="text" value="whitemg4@state.gd"/>

Please submit a translation sample. You must translate INTO YOUR NATIVE LANGUAGE. Samples should be related to international affairs and scrupulously proofread. Plagiarized samples will be automatically disqualified.

[Click here](#) for sample translation texts.

	Uploaded Translation Sample
	workflow doc 2-6-14

	Uploaded Resume
	punjabi ad



The "click here" leads to sample tests.

### Interpreting and Translation Experience

\* = Required

What is your current occupation? For how many years have you worked as such?

interpreter

How many years of professional interpreting experience do you have, if any?

10

How many years of professional translation experience do you have, if any?

4

Briefly describe below your career as a translator. Include any experience with special translation technology.

I've worked full time as a freelance interpreter and translator for 10 years.

Career Description is required



Welcome to LSTEST

### Confirmation

Please ensure all information is accurate. This form cannot be edited later nor can a new form be submitted within 12 months.

Please [click here](#) to review your application.

How did you hear about the Office of Language Services?

a little bird told me.

