



Steps for working with us:

- Send an email to: aliebl@interpretersassociates.com together with your CV asking to start the hiring process. If we are in need of your language group, we will send you a **DOCU-SIGN** with all the contracts to be completed by you electronically. They will include: Exhibits A, B, C, D E and F. You will automatically receive a copy once signed.

You will then have to send in supporting documents including:

- **Copy of vaccines including** TB, MMR (Measles, Mumps and Rubella) and Varicella
We suggest taking this sheet to your physician so as not to delay your paperwork:

TB – We must have proof of no TB in your system. This can be done a number of ways:

- 1) Negative PPD Read not older than 1 year.
- 2) Negative T-spot or Quantiferon gold test which is a blood test showing no TB - not older than 1 year
- 3) For those that are PPD Positive you must provide a Negative T-spot test (blood test).

MMR – Positive serology to these diseases, or two separate doses of these vaccines. **(MANDATORY)**

Varicella – Positive serology for varicella or two doses of the varicella vaccine. **(MANDATORY)**

Hep B – Proof of Immunity. **(RECOMMENDED)**

FLU Shot – A copy of your yearly flu shot for use in hospitals September-April **(MANDATORY)**

TDaP Shot – You should have this vaccine. **(RECOMMENDED)**

- One copy of your resume
- One copy of at least a 45-hour training certificate and/or certification if you are a QMI /CMI or AHI/CHI.
- A color passport-type picture for your badge. You can use a selfie. If you send us an actual picture by mail, please write your name on the back of the picture. If you send it to us digitally you can e-mail to: aliebl@interpretersassociates.com or text it to: 603-443-7251.
- A copy of first page of your passport, Driver's License, Alien Reg. Card or Employment Authorization Card *as well as* a copy of your Social Security Card.

Please return supporting documents to:

Mail: Interpreters Associates, Inc.
529 Main Street
Powerhouse Building – Suite 200
Charlestown, MA 0212
FAX – 781-629-2699
or e-mail to: aliebl@interpretersassociates.com

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