



Steps for working with us:

1. Send an email to: aliebl@interpretersassociates.com together with your CV asking to start the hiring process. Please be very specific about your previous work history. We require at least one-year in the field to be considered for hire. If we need your language group, we will send you a **DOCU-SIGN** with all the contracts to be completed by you electronically. Please also expect that we will run CORI/SORI first on all applicants (we will need a copy of your driver's license or passport). We will also require a role-play session with one of interpreters that has over 10 years' experience in the field. Lastly, please send us as well a copy of your Medical Interpreter training of at least 45-hours.

2. If all is approved, you will then need to send us the following:

- **Copy of vaccines including** TB negative result from the last 12 months, MMR titer showing immunity, or, 2 shots of each vaccine, the annual Flu shot, and proof of Varicella immunity.

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 like this:

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

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

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

Hep B – Proof of Immunity. **(RECOMMENDED but not mandatory)**

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

TDaP Shot – You should have one vaccine.

- 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.

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

Office Address: 529 Maian Street, Suite 200 Power House Building, Charlestown, MA 02129
Fax (781) 629-2699

Web site: www.interpretersassociates.com • E-mail: aliebl@interpretersassociates.com