

# Visual Communication Interpreting, Inc.



PO Box 30222

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**Submit along with resume and three references to: [Ruann@vcinterpreting.com](mailto:Ruann@vcinterpreting.com)**



**VISUAL COMMUNICATION INTERPRETING, INC.**

**Application for Scheduler/Office Assistant**

*Please provide three references that can attest to your Office/computer skills, work attendance and professionalism*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Does your cell phone accept text messages? YES NO

LinkedIn Profile URL: \_\_\_\_\_

How are your typing skills? WPM \_\_\_\_\_

What is your hourly salary requirements?

\_\_\_\_\_ Why? \_\_\_\_\_

*NOTE: This position does not currently include any health benefits, sick time, paid time off.*

Do you know American Sign Language	Yes	No
Do you have reliable transportation to get to and from work?	Yes	No
Do you have insurance on your vehicle?	Yes	No
Do you smoke/dip/vape?	Yes	No
Could you pass a drug/alcohol screen today?	Yes	No
Have you ever been convicted of a crime? (drugs, DUI, theft, etc) ?	Yes	No

If yes, describe. \_\_\_\_\_  
\_\_\_\_\_

**Education:** *(if you included this on your resume, do not fill out this section)*

<b>Institution</b>	<b>Dates Attended</b>	<b>Diploma or Degree</b>

**Work Experience:** *(if you included this on your resume, do not fill out this section)*

<b>Company</b>	<b>Position</b>	<b>Employment Dates</b>	<b>Reason for Departure</b>

**Volunteer Work:** *(if you included this on your resume, do not fill out this section)*

<b>Organization</b>	<b>Time Frame</b>	<b>Primary Duty/Responsibility</b>

**What unique skill and/or talent do you bring to the table? \_\_\_\_\_**

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**VCI is a Christian owned, small business. What makes you a perfect fit for VCI? \_\_\_\_\_**

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**In our line of work we use a term “Semper Gumby” (always flexible) to describe our interpreters and our business. How would you exemplify Semper Gumby as a scheduler/office assistant?**

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**It’s Saturday. What are you doing?**

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**Toilet lid up or down? Why?**

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**If you are hired, love everything about your job, are paid the wage you asked for, what would make you leave your job?**

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**It’s the year 2020. Where are you? \_\_\_\_\_**

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One thing that we need to know about you: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WRITING PROMPT:** Every single person, during their lifetime, should travel across the entire United States, from one coast to the other, at least once. How would you travel and why did you select that mode of transportation?