

## Independent Translator Policies

We appreciate and thank you for your interest in working with KTL Communications as an independent translator/interpreter/contractor. We value our relationship with the trustworthy professionals who have had a part in our development and achievements. Our consultants are certified by leading national and international organizations, such as the Institute of Translation and Interpreting, the U.S. National Association of Judiciary Interpreters and Translators, and The American Translators Association (ATA) etc. Each linguist who comes to KTL Communications must first pass a series of rigorous tests and evaluations before they are chosen to join our team and begin providing superior language services. While we have built up a great team of translator and specialists in most common languages, we're always on the lookout for new talent.

If you believe you got what it takes to be a KTL translator, complete the form below on our website or email us your resume. Your name and data will be kept on file and we'll call on you when the need for your specific language skills and subject matter expertise arises.

### Our Policy

- If you have not done so already, please add *ktlcomm* to your list of Skype addresses. Many translators worldwide are now using Skype to indicate that they are online.
- As a matter of principle, we do not request that our would-be contractors do free test translations for us.
- Since we receive hundreds of applications from translators every month, we cannot test each candidate with actual work.
- Our translators are required to sign our NDA and Record Destruction certificate before working for us.
- We welcome samples from the translator's files that show a translator's capabilities. These samples are carefully evaluated and help us select the right translator when the occasion arises.
- For security reasons we do not open attachments from unknown sources. You are welcome to copy paste your resume in the body of your email.
- We test promising candidates with a small job, which undergoes a thorough quality control process as does every translation handled by KTL.
- We may ask you to sign our Certificate of Accuracy, should the client requires certified translation.
- Our translators are our most valuable asset. We regard them as partners in our effort to provide our customers with the best possible translations.
- We pay our translators on time, every time.
- We pay via PayPal, Skrill, Western Union, Bank Transfer and check.
- We expect our translators to be honest in assessing their capabilities and not to accept work for which they are not qualified.
- We expect our translators to strictly observe the deadlines agreed upon and to contact us immediately if they encounter unexpected difficulties in the performance of their assignments.

I acknowledge that I have read and understood the above policies.

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

Please email this document with your resume, so that we make sure you have gone through our policy.

Regards

KTL Communications LLC