

## NATIONAL LANGUAGE SERVICE CORPS (NLSC) APPLICATION

FOR NLSC USE ONLY  
CONTROL NUMBEROMB No. 0704-0449  
OMB approval expires  
20250331PLEASE RETURN YOUR COMPLETED FORM TO:  
NATIONAL LANGUAGE SERVICE CORPS, P.O. BOX 12221, ARLINGTON, VA 22219-2221

The public reporting burden for this collection of information is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 131, Office of the Secretary of Defense; 50 U.S.C. 1913, National Language Service Corps; and DoD Directive 5124.02, Under Secretary of Defense for Personnel and Readiness (USD(P&R)).

**PRINCIPAL PURPOSE(S):** To allow U.S. citizens with language skills to self-identify their skills for the purpose of temporary employment on an intermittent work schedule or service opportunities in support of DoD or another department or agency of the United States. The information will be used to determine applicants' eligibility for NLSC membership and to identify and contact NLSC members.

**ROUTINE USE(S):** Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended. To another department or agency of the United States in need of temporary short-term foreign language services, where government employees are required or desired. Additional routine uses are listed in the applicable System of Records Notice, DHRA 07, National Language Service Corps (NLSC) Records at: <https://dpcld.defense.gov/Portals/49/Documents/Privacy/SORNS/OSDJS/DHRA-07.pdf>

**DISCLOSURE:** Voluntary; however, failure to provide information may result in non-enrollment in the NLSC and refusal to grant access to member areas of the NLSC portal.

## SECTION I - PERSONAL INFORMATION

1.a. TITLE ( <i>X one</i> )		b. LAST NAME	c. FIRST NAME	d. MIDDLE NAME	e. NICKNAME
<input type="checkbox"/> Ms.	<input type="checkbox"/> Mr.				
<input type="checkbox"/> Mrs.	<input type="checkbox"/> Dr.				
2.a. STREET ADDRESS					b. APARTMENT/SUITE NUMBER
c. CITY		d. STATE	e. ZIP CODE	f. COUNTRY	
3. TELEPHONE NUMBERS					
a. CELL/MOBILE		b. HOME		c. WORK	
4. E-MAIL ADDRESS					

## SECTION II - GENERAL INFORMATION

5. HOW DID YOU LEARN ABOUT THE NLSC?			
6. ( <i>X one</i> )			
<input type="checkbox"/> U.S. CITIZEN	<input type="checkbox"/> PERMANENT RESIDENT (GREEN CARD HOLDER)	<input type="checkbox"/> TEMPORARY RESIDENT (I-688 CARD)	<input type="checkbox"/> TEMPORARY VISA (STUDENT/OTHER)
7. ARE YOU 18 YEARS OF AGE OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
8. IF YOU ARE A MALE, U.S. CITIZEN AND AT LEAST 18 YEARS OLD, HAVE YOU REGISTERED WITH THE SELECTIVE SERVICE SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			
9. ARE YOU CURRENTLY OR HAVE YOU EVER BEEN A FEDERAL EMPLOYEE ( <i>Not a contractor</i> )?			
<input type="checkbox"/> CURRENT <input type="checkbox"/> FORMER <input type="checkbox"/> RETIREE			
10. HAVE YOU EVER BEEN A POLITICAL APPOINTEE IN ANY CAPACITY FOR THE U.S. GOVERNMENT?			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
11. HAVE YOU EVER SERVED IN THE ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO			
12. IF YOU HAVE EVER HELD A SECURITY CLEARANCE, PLEASE ANSWER THE FOLLOWING:			
a. TYPE: <input type="checkbox"/> TS/SCI <input type="checkbox"/> TS <input type="checkbox"/> SECRET <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> OTHER ( <i>please specify</i> ) _____			
b. STATUS: <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE		DATE GRANTED (YYYYMMDD): _____	
SPONSORING AGENCY: _____		EXPIRATION DATE (YYYYMMDD): _____	
13. ARE YOU WILLING TO TAKE A DRUG TEST?		14. ARE YOU WILLING TO UNDERGO A BACKGROUND CHECK INVESTIGATION?	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

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SECTION III - EDUCATION

15. PLEASE ENTER INFORMATION RELATED TO YOUR HIGHEST LEVEL OF EDUCATION:

a. NAME OF SCHOOL

b. CITY

c. STATE

d. COUNTRY

e. DID YOU GRADUATE?  YES  NO

f. DATE: \_\_\_\_\_  
(YYYYMMDD)

g. DEGREE RECEIVED:

h. MAJOR(S):

SECTION IV - LANGUAGE INFORMATION

16. PLEASE LIST ALL YOUR LANGUAGES BELOW AND ANSWER:

a. HOW WOULD YOU RATE YOUR SKILLS IN ENGLISH? (*X one*)

NATIVE     VERY GOOD     GOOD     FAIR     POOR

b. WHERE DID YOU LEARN ENGLISH? (*X all that apply*)

<b>IN THE U.S.</b>	<input type="checkbox"/> AT HOME AS A CHILD	<input type="checkbox"/> SCHOOL (K-12)	<input type="checkbox"/> HIGHER EDUCATION
	<input type="checkbox"/> AT HOME AS AN ADULT (e.g., with family/spouse)	<input type="checkbox"/> DEFENSE LANGUAGE INSTITUTE OR OTHER U.S. GOVERNMENT SCHOOL	<input type="checkbox"/> COMMUNITY/ CHURCH/OTHER FORMAL TRAINING
<b>OUTSIDE THE U.S.</b>	<input type="checkbox"/> AT HOME	<input type="checkbox"/> SCHOOL (K-12)	<input type="checkbox"/> COLLEGE
			<input type="checkbox"/> WORKING/LIVING ABROAD

LANGUAGE

c. HOW OFTEN DO YOU USE ENGLISH? (*X one*)

ALWAYS     SOMETIMES     RARELY

d. HAVE YOU TAKEN ANY CERTIFICATION TESTS OR FORMAL TESTS IN ENGLISH?  
(*If so, please list them below*)

NAME OF TEST: \_\_\_\_\_ TEST DATE: \_\_\_\_\_ TEST SCORE: \_\_\_\_\_  
(YYYYMMDD)

NAME OF TEST: \_\_\_\_\_ TEST DATE: \_\_\_\_\_ TEST SCORE: \_\_\_\_\_  
(YYYYMMDD)

**NATIONAL LANGUAGE SERVICE CORPS (NLSC) APPLICATION**

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ENTER FIRST  
NON-ENGLISH  
LANGUAGE

a. HOW WOULD YOU RATE YOUR SKILLS IN THIS LANGUAGE? (X one)

NATIVE     VERY GOOD     GOOD     FAIR     POOR

b. WHERE DID YOU LEARN THIS LANGUAGE? (X all that apply)

<b>IN THE U.S.</b>	<input type="checkbox"/> AT HOME AS A CHILD	<input type="checkbox"/> SCHOOL (K-12)	<input type="checkbox"/> HIGHER EDUCATION
	<input type="checkbox"/> AT HOME AS AN ADULT (e.g., with family/spouse)	<input type="checkbox"/> DEFENSE LANGUAGE INSTITUTE OR OTHER U.S. GOVERNMENT SCHOOL	<input type="checkbox"/> COMMUNITY/ CHURCH/OTHER FORMAL TRAINING
<b>OUTSIDE THE U.S.</b>	<input type="checkbox"/> AT HOME	<input type="checkbox"/> SCHOOL (K-12)	<input type="checkbox"/> COLLEGE
			<input type="checkbox"/> WORKING/LIVING ABROAD

c. HOW OFTEN DO YOU USE THIS LANGUAGE (X one)

ALWAYS     SOMETIMES     RARELY

d. HAVE YOU EVER WORKED AS A...

<input type="checkbox"/> TRANSLATOR	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____
<input type="checkbox"/> INTERPRETER	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____
<input type="checkbox"/> LANGUAGE TEACHER	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____

e. HAVE YOU TAKEN ANY CERTIFICATION TESTS OR FORMAL TESTS IN ENGLISH?

(If so, please list them below)

NAME OF TEST: _____	TEST DATE: _____ (YYYYMMDD)	TEST SCORE: _____
NAME OF TEST: _____	TEST DATE: _____ (YYYYMMDD)	TEST SCORE: _____

ENTER SECOND  
NON-ENGLISH  
LANGUAGE

IF DONE, PROCEED  
TO QUESTION 17

a. HOW WOULD YOU RATE YOUR SKILLS IN THIS LANGUAGE? (X one)

NATIVE     VERY GOOD     GOOD     FAIR     POOR

b. WHERE DID YOU LEARN THIS LANGUAGE? (X all that apply)

<b>IN THE U.S.</b>	<input type="checkbox"/> AT HOME AS A CHILD	<input type="checkbox"/> SCHOOL (K-12)	<input type="checkbox"/> HIGHER EDUCATION
	<input type="checkbox"/> AT HOME AS AN ADULT (e.g., with family/spouse)	<input type="checkbox"/> DEFENSE LANGUAGE INSTITUTE OR OTHER U.S. GOVERNMENT SCHOOL	<input type="checkbox"/> COMMUNITY/ CHURCH/OTHER FORMAL TRAINING
<b>OUTSIDE THE U.S.</b>	<input type="checkbox"/> AT HOME	<input type="checkbox"/> SCHOOL (K-12)	<input type="checkbox"/> COLLEGE
			<input type="checkbox"/> WORKING/LIVING ABROAD

c. HOW OFTEN DO YOU USE THIS LANGUAGE (X one)

ALWAYS     SOMETIMES     RARELY

d. HAVE YOU EVER WORKED AS A...

<input type="checkbox"/> TRANSLATOR	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____
<input type="checkbox"/> INTERPRETER	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____
<input type="checkbox"/> LANGUAGE TEACHER	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____

e. HAVE YOU TAKEN ANY CERTIFICATION TESTS OR FORMAL TESTS IN ENGLISH?

(If so, please list them below)

NAME OF TEST: _____	TEST DATE: _____ (YYYYMMDD)	TEST SCORE: _____
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ENTER THIRD  
NON-ENGLISH  
LANGUAGE

IF DONE, PROCEED  
TO QUESTION 17

a. HOW WOULD YOU RATE YOUR SKILLS IN THIS LANGUAGE? (X one)

NATIVE     VERY GOOD     GOOD     FAIR     POOR

b. WHERE DID YOU LEARN THIS LANGUAGE? (X all that apply)

<b>IN THE U.S.</b>	<input type="checkbox"/> AT HOME AS A CHILD	<input type="checkbox"/> SCHOOL (K-12)	<input type="checkbox"/> HIGHER EDUCATION
	<input type="checkbox"/> AT HOME AS AN ADULT (e.g., with family/spouse)	<input type="checkbox"/> DEFENSE LANGUAGE INSTITUTE OR OTHER U.S. GOVERNMENT SCHOOL	<input type="checkbox"/> COMMUNITY/ CHURCH/OTHER FORMAL TRAINING
<b>OUTSIDE THE U.S.</b>	<input type="checkbox"/> AT HOME	<input type="checkbox"/> SCHOOL (K-12)	<input type="checkbox"/> COLLEGE
			<input type="checkbox"/> WORKING/LIVING ABROAD

c. HOW OFTEN DO YOU USE THIS LANGUAGE (X one)

ALWAYS     SOMETIMES     RARELY

d. HAVE YOU EVER WORKED AS A...

<input type="checkbox"/> TRANSLATOR	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____
<input type="checkbox"/> INTERPRETER	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____
<input type="checkbox"/> LANGUAGE TEACHER	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____

e. HAVE YOU TAKEN ANY CERTIFICATION TESTS OR FORMAL TESTS IN ENGLISH?

(If so, please list them below)

NAME OF TEST: _____	TEST DATE: _____ (YYYYMMDD)	TEST SCORE: _____
NAME OF TEST: _____	TEST DATE: _____ (YYYYMMDD)	TEST SCORE: _____

ENTER FOURTH  
NON-ENGLISH  
LANGUAGE

IF DONE, PROCEED  
TO QUESTION 17

a. HOW WOULD YOU RATE YOUR SKILLS IN THIS LANGUAGE? (X one)

NATIVE     VERY GOOD     GOOD     FAIR     POOR

b. WHERE DID YOU LEARN THIS LANGUAGE? (X all that apply)

<b>IN THE U.S.</b>	<input type="checkbox"/> AT HOME AS A CHILD	<input type="checkbox"/> SCHOOL (K-12)	<input type="checkbox"/> HIGHER EDUCATION
	<input type="checkbox"/> AT HOME AS AN ADULT (e.g., with family/spouse)	<input type="checkbox"/> DEFENSE LANGUAGE INSTITUTE OR OTHER U.S. GOVERNMENT SCHOOL	<input type="checkbox"/> COMMUNITY/ CHURCH/OTHER FORMAL TRAINING
<b>OUTSIDE THE U.S.</b>	<input type="checkbox"/> AT HOME	<input type="checkbox"/> SCHOOL (K-12)	<input type="checkbox"/> COLLEGE
			<input type="checkbox"/> WORKING/LIVING ABROAD

c. HOW OFTEN DO YOU USE THIS LANGUAGE (X one)

ALWAYS     SOMETIMES     RARELY

d. HAVE YOU EVER WORKED AS A...

<input type="checkbox"/> TRANSLATOR	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____
<input type="checkbox"/> INTERPRETER	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____
<input type="checkbox"/> LANGUAGE TEACHER	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____

e. HAVE YOU TAKEN ANY CERTIFICATION TESTS OR FORMAL TESTS IN ENGLISH?

(If so, please list them below)

NAME OF TEST: _____	TEST DATE: _____ (YYYYMMDD)	TEST SCORE: _____
NAME OF TEST: _____	TEST DATE: _____ (YYYYMMDD)	TEST SCORE: _____

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ENTER FIFTH  
NON-ENGLISH  
LANGUAGE

IF DONE, PROCEED  
TO QUESTION 17

**a. HOW WOULD YOU RATE YOUR SKILLS IN THIS LANGUAGE?** *(X one)*

NATIVE       VERY GOOD       GOOD       FAIR       POOR

**b. WHERE DID YOU LEARN THIS LANGUAGE?** *(X all that apply)*

<b>IN THE U.S.</b>	<input type="checkbox"/> AT HOME AS A CHILD	<input type="checkbox"/> SCHOOL (K-12)	<input type="checkbox"/> HIGHER EDUCATION
	<input type="checkbox"/> AT HOME AS AN ADULT (e.g., with family/spouse)	<input type="checkbox"/> DEFENSE LANGUAGE INSTITUTE OR OTHER U.S. GOVERNMENT SCHOOL	<input type="checkbox"/> COMMUNITY/ CHURCH/OTHER FORMAL TRAINING
<b>OUTSIDE THE U.S.</b>	<input type="checkbox"/> AT HOME	<input type="checkbox"/> SCHOOL (K-12)	<input type="checkbox"/> COLLEGE
			<input type="checkbox"/> WORKING/LIVING ABROAD

**c. HOW OFTEN DO YOU USE THIS LANGUAGE** *(X one)*

ALWAYS       SOMETIMES       RARELY

**d. HAVE YOU EVER WORKED AS A...**

<input type="checkbox"/> TRANSLATOR	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____
<input type="checkbox"/> INTERPRETER	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____
<input type="checkbox"/> LANGUAGE TEACHER	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID	NUMBER OF YEARS: _____

**e. HAVE YOU TAKEN ANY CERTIFICATION TESTS OR FORMAL TESTS IN ENGLISH?**

*(If so, please list them below)*

<b>NAME OF TEST:</b> _____	<b>TEST DATE:</b> _____ <small>(YYYYMMDD)</small>	<b>TEST SCORE:</b> _____
<b>NAME OF TEST:</b> _____	<b>TEST DATE:</b> _____ <small>(YYYYMMDD)</small>	<b>TEST SCORE:</b> _____

**17. OTHER QUALIFICATIONS** *(If you have other qualifications which you feel are beneficial or complementary to this application, please describe briefly here or attach additional pages with your full name and date at the right of each additional page)*

**SECTION V - APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for dismissal from the organization after I begin work and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

**18.a. DATE** (YYYYMMDD)

**b. SIGNATURE**