

# Transcriber Application

In expression of your interest in becoming a transcriber with The Transcription Studio, please fill out the following application and click "Submit" upon completion. Thank you.

1. Date \_\_\_\_\_
2. Last Name \_\_\_\_\_ First Name \_\_\_\_\_
3. Contact Phone \_\_\_\_\_ Email \_\_\_\_\_
4. How did you hear about us?
  - Search Engine - which one? \_\_\_\_\_
  - Phone book
  - Website
  - Referral – who? \_\_\_\_\_
  - Other - please specify \_\_\_\_\_
5. I have been a transcriber before in the following fields:
  - Court-reporting
  - Legal secretary
  - Medical
  - Academic
  - Religious
  - Business
  - Music
  - Closed Captioning
  - Translation
  - If yes, what languages \_\_\_\_\_
  - Entertainment
  - If yes, in what capacity? \_\_\_\_\_
  - I have never done transcription work before
6. List work experience that you feel qualifies you to be a transcriber? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. List personal experiences that you feel contribute to your qualifications as a transcriber? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. List your salary expectations as a transcriber? \_\_\_\_\_
9. Check level of employment you are seeking?
  - Full-time
  - Part-time
  - Supplemental
10. List your availability in total hours per week and days that you would be available to work, including weekends. \_\_\_\_\_  
\_\_\_\_\_

11. Please explain your current work situation and how you feel being a transcriber could address your income requirements, while offering the flexibility you are seeking. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. List personal attributes that most represent your work style:

- I am most productive when on my own where I can manage my own time.
- I am most productive when I can have moderate supervision and work in a team environment.
- I am most productive when I can have consistent supervision which provides opportunity for feedback and the security that I am doing the job required of me.

13. My most productive time of day to work for me is:

- Mornings
- Afternoons
- Evening
- During the night
- No preference

14. I type at WPM: \_\_\_\_\_

15. I have experience proofing documents. If yes, in what capacity? \_\_\_\_\_

16. Please list all computer programs/software with which you have experience: \_\_\_\_\_  
\_\_\_\_\_

17. List any computer software that you have access to from home: \_\_\_\_\_  
\_\_\_\_\_

18. Please check which type of Broadband connection you have access to from home:

- Cable
- DSL
- None

Please send resume and cover letter to: [jobs@transcriptionstudio.com](mailto:jobs@transcriptionstudio.com), including three (3) referrals from a recent supervisor/employer, coworker, or personal acquaintance. Please include the following information: Name, Relationship, how long you have known his individual, phone and email.

Thank you for your interest in becoming a transcriber at The Transcription Studio. Upon receiving your application, resume and referral information, you will be contacted by our Operations Department. If you should experience a delay in contact from our office, feel free to email us at [jobs@transcriptionstudio.com](mailto:jobs@transcriptionstudio.com) to request an update of receipt of the required information.

Operations Department  
The Transcription Studio

SUBMIT