

# APPLICATION INSTRUCTIONS

## American Home English Program

**Deadline: March 1st**

We recommend that before you prepare your application you request our Application Information package. It includes copies of the current draft of the Contract and Contract Supplement, and a copy of the current draft of our Teacher Handbook. You will also receive a list of additional relevant information. Please send your request to Oxana Ustinova at [serendipity.american.home@gmail.com](mailto:serendipity.american.home@gmail.com)

Please provide the following information by e-mail in a single Word document to Oxana Ustinova at the same email address.

1. Personal Information
  - Name
  - E-Mail
  - Phone
  - Skype screen name—if available
  - Mailing address
2. Statement concerning why you want to work in Russia and, more specifically, at the American Home. (This will also serve as a sample of your writing.)
3. Statement concerning your ESL training/experience, if any
4. Copy of your resume
5. Clearly scanned copy of your transcript(s). This/these can be unofficial copies. Please include them in your Word document. It can be inserted as a JPEG file.
6. List of three references with their e-mail addresses, including at least one work reference
  - Please ask your references to send their letters by e-mail to Oxana Ustinova [serendipity.american.home@gmail.com](mailto:serendipity.american.home@gmail.com)
  - Please ask them to include their phone number(s)—and the best times to reach them.
  - We will add your letters of reference to your file when we receive them.
  - Your application will not be complete until we receive your letters of reference

**We appreciate your interest in our program and look forward to receiving your application.**

**Please do not hesitate to contact us with specific questions.**

**Hiring decisions will be made as soon as possible – barring special circumstances, by no later than the end of April.**