

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

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
 - 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
 - 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.