

## APPLICATION PROCESS

- ▶ Step 1: Read through and fill out the online application form: <http://lascauxacademy.com/5.html>
- ▶ Step 2: email us a **cover letter, resumes** and all of the following documents:
  - 1) Resume must include *names, titles, company names and addresses of your former and/or current employers* for us to contact. If you submit resume posted on your website, please email us all the employers' info that are not listed on your online resume.
  - 2) **Two recommendation letters** from your employers (students or newly graduates can submit recommendation letters from school professors)
  - 3) **Diploma** of degree and/or certificates related to the position
  - 4) **Original official transcript** of the most recent two years of your highest education (copies are fine, but original official transcript must be submitted before probation or employment starts)
  - 5) Email us the following portfolio:
    - a. Ten ceramics works of yours with subjects including portraits, animals, vases and any creative ceramic works
    - b. Eight ceramics works of your students (please specify age group of each student under 18 and the year the work was completed)
- ▶ Step 3: We will contact eligible applicants for phone interviews.
- ▶ Step 4: in-person interview
- ▶ Step 5: propose your teaching projects and curriculum that include:
  - a) **Students' age group** that your class is targeted at – such as age 4 – 6 / 7 – 11 / 12 – 16, adults
  - b) **Sessions:** how long is each class meeting on which weekday or weekend. For example; Tu 3:30p – 5p / 5p – 6:30p / 6:30 – 8p; Sa 9a – 10:30a / 10:30a – 12p
  - c) Suggested tuitions (is your class on monthly or quarterly enrollment)
  - d) Materials that teachers and/or school shall provide or students need to purchase
  - e) Materials needed (which type of clay, glaze, tools, etc.)
  - f) What will students accomplish for each class meeting and each month or quarter
  - g) particular facility that you need our assistance with?
  - h) Any additional info.
- ▶ Step 6: must complete background clearance (fingerprinting live scan) at applicants' expenses (about \$80 - \$90) as soon as applicants receive our official recruitment letter (it might take up to one month for fingerprinting to get result; we must receive the result before probation or employment starts). Background clearance fee will be reimbursed with receipt after an employee works for a full year.

Please do not call unless you have questions regarding portfolio for interview. A complete application will get an early review. We'll be happy to contact eligible applicants soon!