

APPLICATION PROCESS

- ▶ Step 1: Read through and fill out 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)
- ▶ Step 3: We will contact eligible applicants for phone interviews.
- ▶ Step 4: in-person interview
- ▶ Step 5: 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!