



**What to bring:** You must bring the following items with you to the inlingua New Instructor Screening and Orientation.

All documents should be single-sided and unstapled originals or clear copies. Official documents not issued in English are accepted without translations.

1. A hard copy of your resume (two-page limit).
2. Official transcripts of all educational qualifications that appear on your resume. As long as the transcript was official at the time it was given to you, we can accept it. We cannot accept unofficial or advising transcripts.
3. Diplomas or certificates (such as a TEFL/TESL certificate or a CELTA) for which there is no transcript.

The following documents are not needed:

1. Letters of reference or recommendation
2. State teaching licenses or certifications
3. Copies of passports, driver's licenses or identification cards
4. Evidence of awards or prizes
5. Certificates of completion for professional development workshops or continuing education activities
6. Any other item that was not specifically requested above

**Appropriate attire is business casual.**