



NEW AMERICAN CONSULTANTS, LLC

"Helping people.... bridging cultures."

Pre-Screening Guidelines for On-site HR Consultants

Unless otherwise indicated, pre-screening coordinated by the on-site Human Resource Consultants, are limited to applicants with the following minimum qualifications:

- Bachelor's Degree in Education with 2 years of teaching experience; **or**,
- Bachelor's Degree (any field) with 3 years teaching experience and 12 units of Education; **and**,
- General Weighted Average of 2.5 or better (on a scale of: 1 = excellent; 2 = good; 3 = satisfactory; 4-5 = failed)

To satisfy the above requirements, applicants must furnish the on-site HRC with the following documents:

1. Original Transcript of Records from all colleges and universities attended
2. Resume with 2 x 2 colored photo
3. For Education Degree holders: Past Tax Filing Forms for at least **two** tax years when applicant worked as a teacher and any **one** of the following:
 - government-issued teaching license
 - contract of employment for the last two **(2) years** (or for years when applicant worked as a teacher)
 - service record showing applicant worked as a teacher for at least two **(2) years**
 - pay stubs or payroll forms showing the name of the applicant as a teacher of record for at least **two (2) years**
4. For Bachelor's Degree holders (any field): Past Tax Filing Forms for at least **three** tax years when applicant worked as a teacher and any **one** of the following:
 - contract of employment showing applicant worked as a teacher for at least **three (3) years**
 - service record showing applicant worked as a teacher for at least **three (3) years**
 - pay stubs or payroll forms showing the name of the applicant as a teacher of record for at least **three (3) years**

Note: The above documents must have a verifiable source and must show relevant dates reflecting two years or more of teaching experience.

Upon passing the pre-screening, all applicants must provide adequate contact information and be ready for a phone interview with our U.S.-based consultants. Pre-qualified applicants must secure an interview schedule with the on-site HR consultants and have on file, a Consent to Release Information form, prior to the interview date. These forms are available at the on-site HR Consultants office or on-line at the New American Consultants, LLC website, www.newam.net/jobseek.html

All sign-ups for the phone interviews usually begin **two weeks** after the pre-screening completion date.. Interview schedules are limited to 10 interview appointments per day; each lasts approximately 30 minutes. Most phone interviewers are available only from 1:00 p.m. to 4:00 U.S. Eastern Standard Time. Signing up for phone interview appointments is on a first-come, first-served basis.