**Language Instructor Application Form**

**Contact Information**

Full Name: Date:

Phone number: Email:

Mailing Address:

Are you legally authorized to work for any company in the United States? □ Yes □ No

**Teaching Availability**

Daytime: □ Yes □ No Evenings: □ Yes □ No Weekends: □ Yes □ No

Are you able to meet students in-person at MEI in Washington, DC?

□ Yes □ No

Are you able to meet students via Skype/Zoom?

□ Yes □ No

**Educational Background**

Highest Degree Attained and Degree Concentration:

Year Attained:

Language Dialects and Language Class Specialty:

*(Continued on next page)*

**Teaching Experience**

Please write a few sentences about your teaching experience with non-native speaking students. Be sure to include all locations, subjects taught, and age levels:

Please list and explain the platforms and programs you use to communicate with students and facilitate lesson plans:

Please explain your preferred approach and method of instruction, and how you build language curricula and materials for your learners:

Please explain the books/materials you have used to teach the target language. Which websites, textbooks, and materials do you like to use?

What is your experience with government and international language placement and testing?

Do you prefer in-person or online teaching:

Please attach current resume, cover letter, and contact information for two references. In the cover letter, please mention the position you are applying for and specify your availability. We will reach out to you if we decide to proceed with your application. Thank you for your interest in working with the Middle East Institute.