



DELAWARE COLLEGE PREPARATORY ACADEMY

FROM HOWARD TO HARVARD, EVERY CHILD PREPARED FOR COLLEGE – NO EXCUSES.

Thank you for your interest in Delaware College Preparatory Academy! We are a school that is committed to making a significant difference in the lives of underserved children in Wilmington and surrounding communities. Delaware College Preparatory Academy serves boys and girls from Kindergarten through grade five. We are a tuition free, public charter school with a college preparatory focus beginning in Kindergarten and a curriculum that has been specifically designed to address the academic needs of children from low-income communities. Modeled after high performing charter schools across the nation our approach and philosophy to quality education is based on an intense focus on the basics – reading, writing and math and an unwavering commitment to the academic success of each and every child. We have a structured environment, set very high academic and behavioral expectations, use consistent instructional practices and methods and have school-wide systems and structures that are designed to support the needs of our teachers and ensure maximum time on task. If you want to be a part of a fun, innovative, team centered environment unlike any other elementary school in Delaware, we encourage you to apply by completing the attached application. We wish you the best of luck and look forward to learning more about you. If you have any questions, please do not hesitate to contact Nita Roberson, Executive Director at 302-762-7424 or at teach@dcpa.k12.de.us. Thank you!

HOW TO APPLY:

At Delaware College Preparatory Academy we are committed to hiring the very best educators. We define the best as individuals who are passionate about children and believe that all children can achieve at high levels. Because we recognize that our staff is critical to our ability to achieve our mission and objectives, we purposefully have an intensive and challenging application process. The process is outlined below:

STEP 1: APPLICATION - Complete the attached employment application. Fax your completed application, resume, and any applicable certifications to us at 302-762-7426. Applications may also be mailed to Delaware College Preparatory Academy, 510 West 28th Street, Wilmington, DE 19802.

Step 2: PRESCREEN – We carefully prescreen all applicants before inviting them in for a face-to-face interview. After receiving your completed application we will ask you to complete a series of essay questions to provide us with more information about your background. After we have reviewed your answers we may call you to discuss your responses in greater detail.

Step 3: INTERVIEW – If you successfully pass the prescreen phase we will invite you in to meet face to face with the Executive Director. You may also be invited to interview with advisors to the school and will be expected to teach a sample lesson if applying for an instructional position. Details will be provided once you reach this stage.

Step 4: REFERENCE CHECK - If we are interested in considering you for employment, we will notify you that we would like to check your references. In addition we may also begin the process of completing your criminal background check, child abuse clearance and verifying your educational attainment and certifications.

Step 5: EMPLOYMENT OFFER - If you have successfully made it through all four phases the final step is the best – an offer of employment. This is of course contingent upon position availability and whether or not you have met our employment criteria.



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APPLICATION FOR EMPLOYMENT

(PLEASE PRINT REQUESTED INFORMATION IN INK)

Date _____

Delaware College Preparatory Academy (DCPA) provides equal employment opportunities (EEO) to all qualified employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable Federal and state laws. In addition, DCPA complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This application will be considered active for 6 months. If you have not been employed within this period and are still interested in employment at DCPA, please send an e-mail to nita.roberson@dcpa.k12.de.us and request that your application be reactivated.

PERSONAL INFORMATION

NAME: _____ SOCIAL SECURITY NO.: _____
Last First Middle

ADDRESS: _____ TELEPHONE NO.: _____
Street City State Zip

If hired, can you furnish proof of age? Yes No

If hired, can you furnish proof that you are legally entitled to work in the U.S.? Yes No

Have you ever been employed by the Red Clay School District? Yes No

If yes, please indicate dates of employment: _____ Position: _____

Can you perform the essential functions of the job, with or without reasonable accommodation? Yes No

Are you certified to teach in Delaware? Yes No If yes, can you furnish proof of your DE State Certification? Yes No

What is your minimum salary requirement? _____

AVAILABILITY

I am applying for the following position: _____ Date Available for Work: _____

Type of employment desired: Full-Time Part-Time Temporary

If hired full time, our school day is from 7:00 a.m. – 4:30 p.m. Do you have any commitments that may interfere with these hours? Yes No

If applying for part-time employment, please indicate the hours and days you are available to work: _____

If applying for temporary employment, please indicate the dates you are available to work: _____

Are you available for work during the summer months (June, July and August)? Yes No

MISCELLANEOUS

Have you ever been convicted of a felony? Yes No

If yes, please explain. (Such a conviction may be relevant if job related, but does not necessarily bar you from employment.)

Are you able to pass a child abuse clearance? Yes No

EDUCATION

Schools Attended (include current)	City - State	Years Completed	Diploma/Degree
High School			
College or University			
Other			

Scholastic Honors, Scholarships, etc.

Do you have any other experience, training, qualifications, or skills which would apply to the position for which you are applying? Please list:

EMPLOYMENT HISTORY

Please list your employment record, including any periods of unemployment. Begin with your most recent employer. If you were employed under another name, please enter under the company name. Attach a resume only to supplement the information below. This application form must be completely filled out.

Company Name	Company Address	Telephone ()
Name of Supervisor	Employed (Month and Year) From To	Reason for leaving/Ending salary
State job title, nature of work performed, and job responsibilities		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name	Company Address	Telephone ()
Name of Supervisor	Employed (Month and Year) From To	Reason for leaving/Ending salary
State job title, nature of work performed, and job responsibilities		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name	Company Address	Telephone ()
Name of Supervisor	Employed (Month and Year) From To	Reason for leaving/Ending salary
State job title, nature of work performed, and job responsibilities		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name	Company Address	Telephone ()
Name of Supervisor	Employed (Month and Year) From To	Reason for leaving/Ending salary
State job title, nature of work performed, and job responsibilities		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES

List business or educational references of three non-relatives who are qualified to evaluate your education or work experience.

Name:	Address:	Position:	Telephone No.

I certify that the information contained in this application is true and correct to the best of my knowledge, and I understand that any misstatement or omission of information is grounds for disqualification from further consideration or for dismissal from employment. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. In consideration of my employment, I agree to conform to the rules and regulations of Delaware College Preparatory Academy.

I understand and acknowledge that any employment relationship with Delaware College Preparatory Academy is of an "at-will" nature. This means that I may resign at any time with or without notice and DCPA may terminate my employment at any time with or without cause and with or without notice. I further understand that no personnel recruiter, interviewer, or any other representative of DCPA, other than the Executive Director, has any authority to enter into any agreement for employment for any specified duration or period of time.

Applicant's Name (Please print) _____

Applicant's Signature _____

Today's Date: _____