

**Do I have to fill out an application?**

Everyone who applies for a position is required to create an application which includes certain information. Any required information is denoted with a blue arrow. However, the more information you provide, the easier it will be to effectively evaluate your skills, abilities and qualifications.

**Did you receive my application materials?**

After you submit your application online and click the submit button, you will receive an email letting you know that your application has been successfully submitted.

**How do I go about submitting my cover letter, resume, letters of recommendation, etc.?**

You will be able to upload your resume and cover letter when you complete your online application. There will be directions prompting you how and when to attach your documents. *Please note that attaching a resume does not substitute for completing the application form.*

**What happens after I submit my application and resume in the system?**

Once your application is in the system, it will be reviewed by the hiring supervisor or principal for the respective vacancy. You will hear from the hiring supervisory or principal directly should they be interested in setting up an interview. Due to the high volume of applications we receive, it is not possible to respond directly to all applicants, only to those whose candidacy is being pursued. In addition, the length of the recruitment process varies based on the district's needs. Traditionally, the process takes approximately 2-8 weeks. Therefore, your patience is greatly appreciated.

**You've received my application materials. Is there any additional information I can provide?**

If additional information is needed, we will contact you regarding those particular documents.

**When are they going to start interviewing for the position I applied for?**

Interviews are scheduled by search committees, therefore, HR may not know exactly when interviews will begin or end.

**How soon do they need someone to start for the position I applied for?**

Generally, schools need someone to start as soon as possible. Most candidates will need to give two weeks notice, so in most cases, someone would start after those two weeks.

**Who can I contact to check on the status of my application? I'd like to know where I am in the process.**

Due to the large number of applications submitted and the high volume of applicant inquiries we receive regarding the status of their applications, we are unable to provide this information. You will be contacted in the event you are selected for an interview, or a courtesy letter will be sent to let you know if your application materials have been included in the pool to the search committee.

**How soon can I expect to hear something about the position I applied for?**

Applications are not usually reviewed until 2-3 weeks after the position is posted. This process may be lengthy at times, so we do ask for your patience and cooperation during this time. The search committee members have to review all applications, so some positions are filled quickly; others may be open for longer periods of time. This depends on many factors: number of applicants, time schedule of the search committee/department, and how busy that committee/department may be at any particular time.

**\*\*Please note: If your application is incomplete (i.e., sections left blank, months and years of employment not included, work and personal reference contact information missing, gaps in employment not explained, address/phone number is not included and so on...), we will not contact you to inform you that it is incomplete. It is the applicant's responsibility to read the directions on the application, which informs applicants that missing or lack of requested information will result in the application not being considered.**

**The position I applied for is no longer on the posting or web site. Has it been filled?**

If a position is no longer posted, it may be filled or we could still be reviewing applications or interviewing. We do not accept applications after the posted deadline.

**A position I applied for has been filled; will you keep me in mind for other positions I may be qualified for?**

Due to a high volume of applicants to DCSD and a large volume of similar requests, it is difficult for us to do this. Please keep an eye on our web site for new opportunities. If you see a position for which you are qualified, you must log in to your application and update the positions for which you are applying.

**Do you keep resumes/applications on file?**

Yes we will keep them on file for a year, but they are not used for applying for other positions. If you are interested in other positions, you must log in to your application and update the positions for which you are applying.

**Can I contact the search committee for more information?**

Unfortunately, we cannot release the names of the search committee members for the positions we have available. If we did so, they would be getting numerous calls from applicants, which may interfere with their regular job duties and may end up slowing down the hiring process. If you have additional questions about the specific job(s) you are applying for, please wait to ask them if you are scheduled for an interview.

**How can I confirm that I applied online successfully?**

After you complete your application and save it, you will be prompted to submit it. Once you have submitted your application, you will receive an automated email notifying you that your application has been successfully submitted.

**Do I need to take a skills test?**

If the position you applied for requires a minimum typing speed, attention to detail, or proficiency in various computer software programs, etc., you may be required to take tests. However, we only test final candidates who have been interviewed and are serious candidates.

**What is a grant-funded position?**

A grant-funded job is based upon funding from an agency external to DCSD and is therefore contingent on the agency's continued support at a full level of funding throughout the duration of the appointment. If a position is grant-funded, it will be noted in the job posting on our website.