

DeKalb Academy of Technology & the Environment, Inc.

Application Procedures

1. Applicants are urged to read the items on the application carefully before answering them as directed.
2. Fill in the application accurately in your own handwriting or typeset.
3. The following items **must** be on file before your application can be processed.
 - ✓ Completed Application
 - ✓ Transcript verifying Bachelor's Degree or higher
 - ✗ If you are currently certified or in the process of being certified, please show proof of your certificate or enrollment in an Education Prep Program.
 - ✗ If a position becomes available that you are interested in, please write a letter of interest. If you are interested in multiple positions, write separate letters of each interest for each desired position.
5. Since DEKALB ACADEMY OF TECHNOLOGY AND THE ENVIRONMENT receives numerous applications for positions each year, it is not possible to notify each applicant concerning the status of his/her application. Applicants may call or write concerning the status of their application.
6. Applications will remain in our active file for one year only. If further consideration is desired the application must be renewed by June 1, of each year.

SELECTION OF PROFESSIONALS FOR EMPLOYMENT

1. DEKALB ACADEMY OF TECHNOLOGY AND THE ENVIRONMENT seeks professionals who are dedicated to teaching and working with youth; who are professional, strive for self-improvement, attempt worthwhile creative projects, enjoy motivating youth, and has a "Whatever it Takes" attitude. The DEKALB ACADEMY OF TECHNOLOGY AND THE ENVIRONMENT Board of Directors subscribes to the tenet that an outstanding education program in this Academy is dependent upon the employment and retention of the best-qualified professional personnel. Selection of professional personnel shall be based on the following factors:
 - ✓ Certification by the Georgia Professional Standards.
 - ✓ Quality of past training and/or experience.
 - ✓ Demonstration of professional competencies.
 - ✓ Suitability for the position as it relates to present staff, instruction program and building organization for subject or grade level.
 - ✓ Demonstration lesson in selected classes.
2. All applicants must have an interview with a member of the administrative staff and a team of teachers before receiving a final appointment.
3. An applicant selected for employment will be notified by the Personnel Department. All professional personnel are employed subject to approval by the Board of Directors.

OUT-OF-STATE PROFESSIONAL WITHOUT VALID GEORGIA CERTIFICATE/LICENSE

1. A Georgia Certificate/License is a prerequisite for employment.
2. Teachers who hold a valid certificate/license from another state and meet Georgia elementary or secondary requirements.
3. Upon successful completion of appropriate test of GACE, your permanent certificate requirements will be met.
4. Please visit <http://www.gapsc.com/home.asp> for details concerning Georgia Certification Standards

** September 1, 2006, Georgia implemented the GACE series of educator assessments, newly aligned with state and national standards for educator preparation and with state standards for P-12 student curriculum (Georgia Performance Standards).*



DEKALB ACADEMY OF TECHNOLOGY & THE ENVIRONMENT, INC.

1492 Kelton Drive
Stone Mountain, GA 30083
678.999.9290. (fax) 678.999.9294
www.dekalbacademy.org

D.A.T.E. PROFESSIONAL APPLICATION

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, and marital or veteran status.

DEKALB ACADEMY OF TECHNOLOGY AND THE ENVIRONMENT IS AN EQUAL OPPORTUNITY EMPLOYER

(Please Print or Type)

Teacher Counselor Substitute Paraprofessional Other

(please specify)

Date:

Email Address:

Name:

Last

First

Middle

Maiden

Address:

Number & Street or P.O. Box

City

State

Zip Code

Social Security #: - -

Telephone #: () -

Are you over the age of 18 years? Yes No

POSITION DESIRED

	Field/Grade Level	# Years Experience	Semester Hours
1 st Choice			
2 nd Choice			
3 rd Choice			

Total Years Experience:

Are you presently under contract with any school district for the next school year? Yes No

Name of College	State	From	To	Degree/Major

Applications will not be processed without a copy of our college transcript verifying that you have at least a Bachelor's Degree or higher.

If you have a relative who works for this Academy or who serves as a member of the Board of Directors please give the name and position.

Name:

Position:

CERTIFICATION/LICENSE WITH EXPIRATION DATE

Type of teaching certificate/license now held: _____

If certified/licensed in another state, indicate which state and type of certification/license held: _____

Elementary Candidates <i>(List endorsements)</i>	Secondary Candidates <i>(Certified Teaching Field)</i>	Administrative Candidates

Area(s) of Specialization *(must have at least 18 hours)*: _____

If applying for a middle school position furnish the number of Semester Hours you have earned in:

_____ Business	_____ Foreign Language	_____ English
_____ Science	_____ Vocational	_____ Reading
_____ Speech	_____ Journalism	_____ Music
_____ Art	_____ Drama	_____ Physical Ed
_____ Industrial Arts	_____ Social Studies	_____ Computer Science
_____ Health	_____ Math	

If applying for an elementary school position furnish the number of Semester Hours you have earned in:

_____ Elementary Ed	_____ Social Studies	_____ Physical Ed
_____ Reading	_____ Science	_____ Health
_____ English	_____ Music	_____ Others
_____ Math	_____ Art	

PROFESSIONAL/SCHOOL RELATED EXPERIENCE

List most recent experience first. Include student teaching if less than three years experience. Indicate any skill, experience or training you have received which will assist the district in placing you.

School District <i>(City and State)</i>	Principal or Immediate Supervisor	Dates of Service		Grade/Subject <i>(or type of work)</i>
		From	To	

REFERENCES

List three references that have observed your work in the classroom, such as superintendent, principal, cooperating teacher and supervisor. If you are not registered with the placement office, address, sign and send the two enclosed blank forms to those listed. If you are registered with the placement office, ask them to send us an up-to-date set of your placement credentials and it will not be necessary to complete all the reference blanks to those listed below. Applications will not be seriously considered unless references are received.

Name	Official Position	Address	Telephone
			()
			()
			()

If you have a relative who works for this Academy or who serves as a member of the Board of Directors please give the name and position.

Name:

Position:

Moral turpitude is an act of baseness, vileness, depravity in the private and social duties which a person owes another member of society and which is contrary to the accepted rule of right and duty between persons, including, but not limited to, attempted theft, murder, rape, swindling and indecency with a minor.

Have you ever been convicted of a felony or any offense involving moral turpitude? Yes No

If yes, please explain:

Have you ever been convicted of a felony or any offense involving moral turpitude and received deferred adjudication or probation? Yes No

If yes, please explain:

Conviction of a crime is not an automatic bar of employment. The Academy will consider the nature of the offense and the relationship between the offense and the position for which you are applying.

I hereby authorize The Academy to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

Signature of Applicant:

Date:

CRIMINAL RECORD RELEASE AUTHORIZATION

*This application will remain in the active file for the current school year.
It must be renewed if further consideration for a position is desired.*

I hereby authorize any and all law enforcement agencies to release any and all criminal history that I may have to The DeKalb Academy of Technology & the Environment.

I understand that the only purpose of obtaining such information is for the evaluation of volunteering/working, or chaperoning at D.A.T.E.

(PLEASE PRINT AND COMPLETE ALL INFORMATION IN BLUE OR BLACK INK)

Name:
Last *First* *Middle*

Ethnicity (Race): Sex: Male Female

Date of Birth: / / Social Security Number: - -

Address:
Number/P.O. Box *City* *State* *Zip*

Phone No.: () School/Dept.
(include area code) *(List school or department for volunteering)*

Signature of Applicant: Date:

Please return these forms to the Personnel Department or fax to: (678) 999-9294. **All information must be filled out in order to be processed.**

FOR OFFICE USE ONLY

APPROVED:

NOT APPROVED (SEE FILE):

NOT APPROVED REQUIRES SIGNATURE OF THE HEADMASTER

DEKALB ACADEMY OF TECHNOLOGY & THE ENVIRONMENT, INC.
REFERENCE FORM

Name of Applicant:
Last *First* *Middle*

Reference Name:
Last *First* *Middle*

Reference Address:
Number/P.O. Box *City* *State* *Zip*

Employment Dates: From / / To: / /

Position Held:

Job Duties: _____

I have submitted my application for a position as _____, with DeKalb Academy of Technology & the Environment, Inc. I approve the release of the information requested below. I recognize that the information will be confidential and waive all of my rights of inspection as permitted.

Mail to (I have included postage):
DeKalb Academy of Technology & the Environment, Inc.
 1492 Kelton Drive, Stone Mountain, GA 30083
 678.999.9290. (fax) 678.999.9294

Description	Excellent	Very Good	Average	Fair	Poor
Quality of Work <i>Work produced meets standards of quality</i>					
Quantity of Work <i>Volume of passable work produced</i>					
Dependability <i>Reported on time, stayed on job, and performed duties</i>					
Attitude <i>Interest and enthusiasm: cooperates with others</i>					
Job Knowledge <i>Possession of information and understanding</i>					
Judgment <i>Ability to decide correct course of action</i>					
Initiative <i>Ability to generate useful ideas</i>					
Overall Performance Rating					
Would you re-employ this person? Yes <input type="checkbox"/> No <input type="checkbox"/>					

Signature: Date:

Position/Title:

DEKALB ACADEMY OF TECHNOLOGY & THE ENVIRONMENT, INC.
REFERENCE FORM

Name of Applicant:
Last *First* *Middle*

Reference Name:
Last *First* *Middle*

Reference Address:
Number/P.O. Box *City* *State* *Zip*

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Would you re-employ this person? Yes <input type="checkbox"/> No <input type="checkbox"/>					

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Position/Title:

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Last *First* *Middle*

Reference Name:
Last *First* *Middle*

Reference Address:
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Position Held:

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Signature: Date:

Position/Title:

