

DETROIT PUBLIC SCHOOLS



DIVISION OF HUMAN RESOURCES
OFFICE OF RECRUITMENT AND EMPLOYMENT
7430 SECOND AVE, 4TH FLOOR
DETROIT, MICHIGAN 48202
(313) 873-7101



Frequently Asked Employment Questions

Q) Where do I begin?

A) To begin the application process, download the application for our website at www.detroitk12.org. You will need to complete one for each position you are applying for.

Q) What information will I be asked to provide?

A) You will be asked to provide personal information such as name, address, phone number, etc. You will also be asked to provide information about your education and previous employment, as well as contact information regarding your employment history and references. Please make sure this information is included when you submit your application. Current and former Detroit Public Schools employees should include their Employee ID Number.

Q) What jobs must I submit job verification forms for?

A) External applicants must complete and submit job verification forms for all employment within the last 10 years. These forms are included in our online Employment Application Packet.

Q) Do I have to have my former employer complete the verification forms before I submit them?

A) No, only complete the information at the top of the forms asking for your name, former employer's address and signature. Completed verification forms submitted by the applicant to their former employer are unacceptable. All verification forms are to be mailed and stamped by the Office of Recruitment and Employment Services.

Q) I am a Detroit Public Schools employee, where can I find my Employee ID Number?

A) The Employee ID Number is located near the top center of your paycheck stub.

Q) What if I have already completed an application?

A) If you have already completed an application with Detroit Public Schools we kindly ask that you submit an application for every position that you are interested in.

Q) What if I am not ready to complete the application at this time?

A) If you do not wish to complete the application at this time, please download a copy of the application packet from our website to your desktop to be completed at your convenience.

Q) Do I have to fill out an application?

A) All external applicants who apply for a position with Detroit Public Schools are required to complete an application packet which includes pertinent information. Current employees must submit a letter of interest. All applicants must submit proof of posted requirements at time of application, i.e. transcripts. The more information you provide, the more efficiently we can evaluate your qualifications.

Q) What if I want to submit a resume?

A) You must attach a copy of your most recent resume for every position. *Please note that attaching a resume does **not** substitute for completing the application form. Also, it is **unacceptable** to indicate "see resume" when completing the application.*

Q) Where to I send my application packet once it is completed?

A) You may mail or drop your application packet to the attention of the position title you are applying for at the following address: Detroit Public Schools Welcome Center, New Center One Building, 3031 W. Grand Boulevard (1st Floor), Detroit, MI 48202.

Q) What is the deadline for applying to a position?

A) Posted positions with a closing date are removed from the Detroit Public Schools website at the close of business on the closing date. Posted positions without a specific closing date, are removed from the Detroit Public Schools Jobs Page without notice when it is determined that no additional applicants are required. Once posted positions are removed from the website, no additional applications will be accepted.

Visit us at:
www.detroitk12.org/employment
To view current openings and
download an application packet