

tel: 720-423-3900
fax: 720-423-3569

1860 Lincoln Street
11th Floor
Denver, CO 80203

www.dpsk12.org



Reconsideration of Eligibility for Rehire Status

Employees who leave the District in good standing are designated as immediately eligible for reemployment. Employees who leave the district involuntarily, resign in lieu of termination, or do not provide sufficient notice are designated in one of two categories for reemployment based upon the reason(s) for their separation:

- **Conditionally Eligible for Rehire:** Employees who are involuntarily terminated/non-renewed (or who choose to resign in lieu of termination/non-renewal) related to a concern with performance or conduct are conditionally eligible for rehire. In addition, individuals who apply for work with DPS and are found to be dishonest on their applications will be declared conditionally eligible for rehire.
- **Permanently Ineligible for Rehire:** In limited circumstances, individuals may be permanently ineligible for rehire. Those circumstances include serious criminal misconduct and/or serious workplace misconduct, including, but not limited to:
 - conduct that causes or creates risk of harm to students, colleagues or the public;
 - significant issues of integrity, including theft or embezzlement, falsification of employee or student records;
 - and/or breaches of student or staff confidentiality requirements.

If you were designated as anything other than immediately eligible for reemployment, there are two options for having your status with the District reconsidered. **Please select the option below that best describes your situation:**

You have recently been designated as permanently ineligible for reemployment and are requesting an appeal of that designation. If you would like to appeal your designation, you will need to provide this form along with the following

- A written statement describing why you do not feel your designation was appropriate.
- Any supporting documentation you feel is relevant to your designation.

You left DPS more than three years ago, were not designated as permanently ineligible for reemployment or are unsure of what your designation was at the time of your separation. In this circumstance, the District will reconsider your status. If you would like your status reconsidered, you will need to provide the following:

- Evidence you have experience in the area(s) for which you wish to apply
- At least three years of effective job performance as evidenced by your performance appraisals, letter of recommendation/reference, etc. from your current/former employer(s). The work experience must have been obtained after you left DPS.
- Contact information for the HR Department where your years of effective job performance we obtained.
- An updated resume' and cover letter

Please indicate the type of positions you intend to seek with DPS:

Teacher, Guest Teacher, Teacher Leader, Dean, School Administration (Principal, AP), etc.

Paraprofessional, Professional/Technical, clerical, custodial, food services, bus driver, etc.

All of the above.

The required documents should be submitted along with this form to:

The Department of Employee Relations
1860 Lincoln St. 11th Floor
Denver Colorado 80203

Your information will be closely reviewed and you will be contacted by the Department with a decision generally within five business days of receipt of all of the required documentation.

Candidate Acknowledgment

I represent the following information I am submitting for reconsideration of status to be a true and accurate. I understand that if I am approved to reapply for positions within the District, I am still required to follow the normal job application process, background and pre-employment processes and there is no guarantee of employment.

Date:

Name:

Current Address:

Phone/Cell:

For Internal Use Only:

Date Received: