



**Carlsbad Unified School District**

*... a world class district*

Personnel Department  
FAX (760) 331-5097

**TO: ADMINISTRATIVE APPLICANTS**  
**FROM: Patty Delaney, Human Resource Analyst, Certificated**  
**6225 El Camino Real, Carlsbad CA 92009**  
**SUBJECT: APPLICATION PROCEDURES**

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Thank you very much for your interest in an administrative position in the Carlsbad Unified School District.

A complete application packet will include the following items:

- Completed district application form
- Cover letter stating what type of position you are interested. In
- Copy of valid California credential(s)
- Up-to-date resume
- At least three (3) **current** letters of recommendation; including one from your **current** immediate supervisor
- Completed Administrator Application supplement

The CUSD management salary schedule is available on our website [www.carlsbadusd.k12.ca.us](http://www.carlsbadusd.k12.ca.us)

Thank you once again for your interest in our District. If you have further questions, please do not hesitate to call Ms. Patty Delaney, Human Resources Analyst (760) 331-502.

Please scroll down for the application and supplement.



**4. Supplemental Data: (if you answer "yes" to questions a – d, please attach a statement of explanation)**

- a. Has your credential ever been suspended or revoked? Yes \_\_\_ No \_\_\_
- b. Have you ever been dismissed from any teaching position? Yes \_\_\_ No \_\_\_
- c. Have you ever been convicted of anything other than a minor traffic violation? Yes \_\_\_ No \_\_\_
- d. Are there any restrictions to your being able to accept employment in this District? Yes \_\_\_ No \_\_\_  
(i.e. immigration, availability, currently under contract)
- e. Can you, after employment, submit verification of your legal right to work in the US? Yes \_\_\_ No \_\_\_  
(i.e. Social Security Card, Drivers License, Birth Certificate, Passport, Other)

**5. Other Skills/Interests:**

- a. Are you fluent in any foreign language(s) Yes \_\_\_ No \_\_\_  
If so, which language and level of proficiency \_\_\_\_\_

**6. Personal References (Those who are best qualified to know of your work professionally, i.e., Administrators, Department Heads, College Professors, etc.)**

Name	Complete Mailing Address	Telephone	Position

**7. Additional Comments: Please feel free to document special awards, personal involvement or other endeavors considered by you as significant when you are being considered as a candidate.**

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**8. The following will be required prior to application deadline: completed application form, cover letter, copy of California credential(s), up-to-date resume, letters of recommendation or placement file, copy of CBEST, copies of transcripts.**

**9. It shall be the policy of the Carlsbad Unified School District to prohibit discrimination or harassment on the basis of sex, disability, race, color, national origin, religious creed, age, marital status, sexual orientation in the educational programs and activities which it operates.**

**10. I HEREBY CERTIFY that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Carlsbad Unified School District  
Administrator Application Supplement**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Last                                      First                                      M.I.

**A. Administrative Experience (List last position first)**

Position	Dates	District/School	Supervisor and / contact info (phone)

**B. Directions: Please answer each of the questions below (attach additional sheets if needed).**

**1. What do you want to accomplish as an administrator in CUSD?**

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**2. Please describe your experience as it relates to the evaluation of the teaching-learning process.**

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**3. What do you see as the major role of the administrative position for which you are applying?**

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**4. As an administrator, how would you ensure a positive school climate for all students?**

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**5. Describe your administrative leadership style.**

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**6. Describe any curriculum practices that you have participated in implementing in the past two years.**

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**CARLSBAD UNIFIED SCHOOL DISTRICT  
DEMOGRAPHIC INFORMATION ON APPLICANTS**

**YOUR PRIVACY IS PROTECTED**

**Position you applied for:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Completion of this form is voluntary.** This information is used to determine if our recruitment efforts are reaching all segments of the population, consistent with State and Federal equal employment opportunity laws. Your voluntary responses are treated in a highly confidential manner. **Your responses are not released to the panel rating the applications, to the selecting official/ Governing Board, to anyone else who can affect your application, or to the public.** No information taken from this form is ever placed in your Personnel file. This is vital information not available from any other source. We can only get it directly from you. Thank you for helping us to provide better service.

**1. How did you learn about this position? (Check One):**

- |   |       |  |       |
|---|-------|--|-------|
| On campus recruiting                            | _____ | Job Fair (give location)   | _____ |
| District Website                                | _____ | Religious organization.  | _____ |
| Private Website                                 | _____ | School or college counselor  | _____ |
| Other Internet Site                             | _____ | Poster   | _____ |
| Friend or relative working for the District     | _____ | State Vocational Rehabilitation Agency                                     | _____ |
| Newspaper                                       | _____ | Professional organization or publication                                   | _____ |
| TV/Radio  | _____ | Student association  | _____ |
| Private Employment Office                       | _____ | State Employment Office  | _____ |
| Federal, state, or local Job Information Center | _____ | District Human Resources Department (bulletin board or other announcement) | _____ |
| Other:  | _____ |  |       |

**2. Sex (Check One):**

Male \_\_\_\_\_

Female \_\_\_\_\_

**3. Ethnicity (Check One):**

\_\_\_\_\_ Hispanic or Latino --a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

\_\_\_\_\_ Not Hispanic or Latino

**4. Race (Check all that apply):**

\_\_\_\_\_ American Indian or Alaska Native --a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.

\_\_\_\_\_ Asian --a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.

\_\_\_\_\_ Black or African American --a person having origins in any of the black racial groups of Africa.

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander --a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

\_\_\_\_\_ White --a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**5. National Origin (country or region of origin):**

\_\_\_\_\_ United States

\_\_\_\_\_ Mexico

\_\_\_\_\_ Canada

\_\_\_\_\_ Other (identify by country (i.e., Romania) or region (i.e., Eastern Europe))

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