

**CALCASIEU PARISH SCHOOL BOARD  
SUPERINTENDENT APPLICATION FORM  
3310 Broad Street  
Lake Charles, Louisiana 70615**

Please read the application form carefully and provide complete and accurate information. Your signature certifies that you have done so and that all information provided is true, complete and correct.

1. **Minimum Qualifications.** On or before the application deadline of May 1, 2014, applicants must meet qualifications listed in Bulletin 746 Louisiana Standards for State Certification of School Personnel, Section 747, or Section 725, Out of State Certificate of eligibility (certified by Department of Education), or

Must have a minimum of ten (10) years of administrative experience in a school system, and a history of supervisory responsibility regarding significant aspects of school operations or curriculum, and a history of experience in supervision of personnel.

2. Applications must be received on or before 4:30 p.m. May 1, 2014.

Address applications to Gary Anderson, Assistant Superintendent, Calcasieu Parish School Board, 3310 Broad Street, Lake Charles, Louisiana 70615

The application must be hand delivered or sent by registered or certified mail.

3. Include with your application your resume and copies of documents which evidence that you meet the minimum qualifications.

Your resume must include the following at a minimum:

- a. Complete educational and work histories
  - b. Brief description (e.g. size and budget) of present or most recent school system where you are/were employed
  - c. Educational and other certifications
  - d. Professional and civic affiliations, accomplishments, and positions held
  - e. A brief summary of your philosophical views regarding public education on the elementary and secondary level
4. All applications are public records, although private information such as social security numbers and driver's license will not be released.
  5. The Board will request background information on applicants who must authorize release to the Calcasieu Parish School Board of credit, financial, criminal, ethics, educational and work history information.
  6. Applicants selected for interviews will be notified as to time and place of interviews.
  7. If selected as Superintendent you must submit fingerprints for a background check per La. R.S. 17:15 and La. R.S. 15:587.1.
  8. Calcasieu Parish School Board is an EQUAL OPPORTUNITY EMPLOYER.

**APPLICATION  
FOR POSITION OF  
SUPERINTENDENT  
CALCASIEU PARISH SCHOOL BOARD**

**APPLICANT INFORMATION**

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

Street Address: \_\_\_\_\_ Apartment/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone (Work): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Position: \_\_\_\_\_

Enrollment at your present school district: \_\_\_\_\_

Has any school system ever terminated your employment?

If so, please explain.

Yes  No

List all felony and serious misdemeanor convictions and pleas.

**PERSONAL INFORMATION:** The following information will not be released as part of the public record.

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

Street Address: \_\_\_\_\_ Apartment/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

SSN: \_\_\_\_\_ Driver's License Number/  
State Issued: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Personal  
E-mail Address: \_\_\_\_\_

Facebook URL: \_\_\_\_\_ Twitter Handle: \_\_\_\_\_

LinkedIn URL: \_\_\_\_\_ Other Social Media : \_\_\_\_\_

Initial:

I, \_\_\_\_\_, do hereby attest that the information in my application is true and correct.

I, \_\_\_\_\_, do hereby grant my permission to all present and former employers, references, and law enforcement agencies to release to the Calcasieu Parish School Board and its officers, all criminal histories, evaluations and all other verbal and written information in their possession which pertains to me.

I, \_\_\_\_\_, do hereby certify that a photocopy of this document shall serve as an original for the purpose of releasing information to the Calcasieu Parish School Board and its administrative officers.

I, \_\_\_\_\_, do hereby understand that this document is an application *only* and that the completion hereof does not imply or state a condition of future employment.

I, \_\_\_\_\_, hereby confirm that I have never committed any acts that resulted in an investigation by a previous employer or law enforcement agency relating to or involving sexual misconduct with minors or other co-workers.

I, \_\_\_\_\_, authorize the disclosure of information from any current or previous employer of mine relative to all allegations of and instances of misconduct, sexual misconduct with and/or abuse or neglect of students and/or minors, asserted against or involving me, if any. I expressly give consent to the release of such information from any employee, and/or teacher personnel file maintained with respect to me. I release and hold harmless my current or previous employers, and employees acting on behalf of such employers from any liability for providing any information relative to the foregoing and acknowledge I am aware of the disclosure requirements of La. R.S. 17:430.

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_, do hereby grant the administrators of the Calcasieu Parish School Board my permission to verify the information in my application for the position of Superintendent, the information in my resume, to obtain information about my finances and credit, my education, my prior work and employment, ethics charges and outcomes, criminal history, and I hereby authorize all who have information about my credit (report), finances, education, employment, ethics, and criminal history to release said information to the Calcasieu Parish School Board. This information will be used to evaluate my application for the position of Superintendent.

**AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION**

By my signature below I, \_\_\_\_\_, authorize the Louisiana State Police to release all pertinent criminal records information maintained in their files, or the FBI files (if applicable), which may confirm or deny my eligibility with the facility or agency named above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature