

FEE: \$54.25

EMPLOYMENT PROCEDURE

All applicants will be fingerprinted before any employment with the Calcasieu Parish School System.

STEP 1: **SUBMIT** a Civil Scan Information Form and a valid state issued I.D. or Driver's License to the CPSB Personnel Department. This may be completed in person at 3310 Broad Street or electronically.



For Electronic Submission:

- Complete the Civil Scan Information Form located under the "Document Links" tab on the application portal home page.
- Scan and email this form AND a copy of a valid state issued I.D. or Driver's License to cpsb_personnel@cpsb.org.

STEP 2: **AFTER** you receive confirmation from the Personnel Department that you have been registered, **REPORT** to the Calcasieu Parish Sheriff's Office for your Civil Scan.



Calcasieu Parish Sheriff's Office

5400 East Broad Street

Monday – Friday

8:30 am – 3:30 pm

You must have a **State Issued Driver's License, State Issued I.D., Military I.D. or Passport** and **\$54.25 cash or money order** made payable to the Calcasieu Parish Sheriff's Office. *If paying with cash, please have exact amount.*

STEP 3: **CALL** the Personnel Department **FIVE (5)** business days **AFTER** you have been fingerprinted to verify your eligibility for employment. If eligible, you will be advised with next steps in the application process.



(337) 217-4040

Ext. 2021 or Ext. 2012