

EMPLOYMENT PROCEDURE

All applicants must complete a background check prior to employment with the Calcasieu Parish School System.

STEP 1: **COMPLETE** an online application for employment on the CPSB website at www.cpsb.org/jobs.



STEP 2: **SUBMIT** a *valid state issued I.D. or Driver's License* AND *Social Security Card* to the CPSB Personnel Department. This may be completed in person at 3310 Broad Street or electronically.



For Electronic Submission:

Email completed [Background Check Authorization Form](#), a copy of a valid state issued I.D. or **Driver's License**, AND **Social Security Card** to cpsb_personnel@cpsb.org.

STEP 3: **SCHEDULE** your fingerprints at an approved Identogo location using <https://uenroll.identogo.com>. You must provide the unique code **27KZ7S** for Calcasieu Parish Employment. Refer to the back of this flyer for additional information. Payments for backgrounds are made at the time of fingerprinting. Credit/Debit cards are accepted. Cash is **NOT** accepted. A list of approved Identogo locations will be available for you to choose a location.



STEP 4: **CONTACT** 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.



cpsb_personnel@cpsb.org

OR

(337) 217-4040, ext. 2008 or 2014

OR

In Person at 3310 Broad Street

EQUAL OPPORTUNITY EMPLOYER



Fingerprint Service Code Form

Calcasieu Parish School Board Employment Background Use ONLY

Service Name: Louisiana Educational Workers - Calcasieu Parish School Board

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

27KZ7S

Service Code is unique to the Calcasieu Parish School Board. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States



Don't have access to the Internet? You can still schedule an appointment by calling 844-539-5543.