

# Application Procedure for Substitute Employees (Teacher, Aide, Clerk, Janitor, Daycare Worker, etc.)

1. Go to the personnel office located at 3310 Broad Street in Lake Charles and pick up an Application Packet which includes the following:
  - a. Application
  - b. Fingerprint Card
  - c. School Roster
2. Take the fingerprint card to the Administrative Building of the Calcasieu Parish Sheriff's Office located at 5400 East Broad Street to be fingerprinted. Fingerprints are processed from 8:30 a.m. until 3:30 p.m., Monday through Friday. You must have a picture I.D., \$10.00 cash and the fingerprint card before going to the CPSO to be fingerprinted.
3. Use the School Roster to contact the principal(s) of the school(s) in which you are interested in working. Advise the principal that you are interested in working at their school as a substitute employee (teacher, aide, clerk, janitor, daycare worker, etc.).
4. Return the completed substitute employment application and completed fingerprint card to the Personnel Office at 3310 Broad Street. You must present the following documents when dropping off your application at the Personnel Department:
  - a. Drivers License or State Issued I.D. or Military I.D. or Birth Certificate
  - b. Social Security Card
  - c. Proof of High School Diploma or 4 year College Degree or Teaching Certificate