

City of Denham Springs Municipal
Fire and Police Civil Service Board
PO Box 1629 Denham Springs, LA 70726
(225)667-8332

Jennifer Barclay, Chairman
Lamar Davis
Tom Lay
Keith Scoby
Jerod Stevens
Jeanette Clark, Secretary

TO ALL APPLICANTS

Attached is a copy of the Application for Competitive Examination. You can go to the website ose.louisiana.gov to get information on Civil Service Exams. The website offers dates, times and locations of Civil Service Exams. You can take the Civil Service Exam at any location and have your scores transferred to the City of Denham Springs.

The following MUST be submitted with your application:

- 1) A copy of your Birth Certificate or social security card
- 2) A copy of your valid Driver's License
- 3) High school diploma, high school equivalency certificates, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.
- 4) A copy of your Firefighter 1 Certification or Police Officer POST Certification (if applicable)
- 5) Your application must state which exam you are applying to take.
- 6) Application must be signed and dated.
- 7) Must be received, not postmarked by deadline date

Failure to follow these steps will result in your ineligibility to take the exam.

Applicants must pass the Civil Service Examination with at least a 75% to be placed on the hiring eligibility list before he or she may be considered for employment.