

**DENHAM SPRINGS MUNICIPAL  
FIRE AND POLICE CIVIL SERVICE BOARD  
PO BOX 1053 DENHAM SPRINGS, LA 70727  
(225) 667-8319**

**HIRING STEPS FOR  
FIRE OR POLICE DEPARTMENT**

Application for Competitive Examination and information can be found on the website [ose.louisiana.gov](http://ose.louisiana.gov). 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.

1. Complete your application.

*Be sure to include*

- A copy of your Birth Certificate or passport
- A copy of your valid Driver's License
- 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.
- A copy of your Firefighter 1 Certification or Police Officer POST Certification (if applicable)
- Your application must state which exam you are applying to take. *Be specific-date, exam type.*

*Be sure all blanks are filled out- double, triple check your application and attachments.*

2. Make a copy of your application and all attachments. *You will need it later.*
3. Submit the application via mail or hand-delivered by the deadline to the Civil Service Board that is administering the exam. *(email and fax applications will not be accepted) (application will be reviewed for approval at the next board meeting)*

*Must be received by the civil service administering the exam by the deadline date.*

4. A letter will be sent after the application is approved with the exam date, time and location or denied. *(if denied, you will need to start over)*

*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.*

5. After the exam, a letter will be sent with the score after the Civil Service board approved. *(exam scores may take up to 8 weeks after exam is taken)*

*Passing score applications will automatically be placed on the eligibility list at the Civil Service Board where the exam was administered.*

*To transfer to other jurisdictions (other than where you took the exam), send a copy of your score letter and your application to each jurisdiction's civil service board for approval.*

*When the score is placed on the eligibility list, the list is sent to the appropriate department (fire or police) for potential hiring.*