



MAC Users

Please save your completed application to your computer. Do not attempt to use the Submit button on the application as it may not work.

Complete Forms Offline in the Adobe Reader. Avoid Completing Forms Online within your Browser.

Please Note: Although you can fill in a form while it is displayed within your browser, we strongly recommend that you not do so. You will lose all entered form data if you browse to other web pages in the same browser window that you are using to display the screen fillable form. You run the risk of accidentally deleting all of your entered form data by inadvertently clicking on the “back or “forward” buttons on your browser. Clicking either of these buttons will close the form and delete all of your information.

We recommend that you open the Acrobat Reader program, click on file/open and locate the form saved on your computer hard drive. Then fill out the form in Acrobat Reader independently from your browser or your Internet connection.

Once your completed application has been saved to your computer, go to

http://www.la.gov/userfiles/file/lla_applicationFCRA.pdf

Complete this form also and save it to your computer.

Then send both completed forms as attachments to:

HRESOURCES@LLA.LA.GOV

You may then either email to the above email address or mail your transcripts to:

Human Resources

1600 N. Third Street

Baton Rouge, LA 70802

If you need further assistance, please call Human Resources at 225-339-3800.