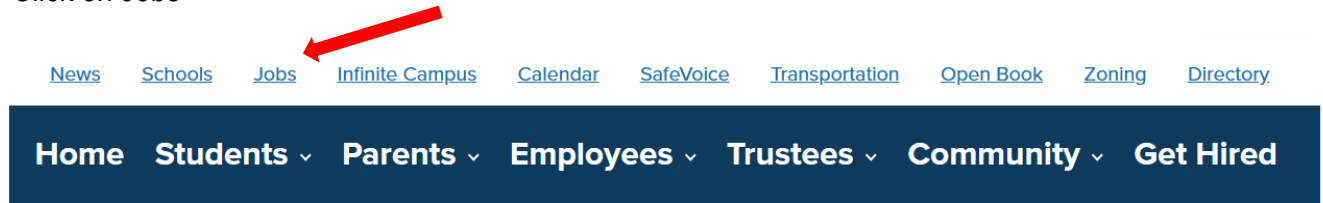


**Clark County School District
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Be aware that pre-eligibility checks can take up to 40 business days to process after your fingerprint. Plan Accordingly. **Read the necessary information at the end of these instructions.

- 1- To apply, visit <https://ccsd.net>,
- 2- Click on Jobs



- 3- Scroll down and click the Volunteer link to start the application process.

Recruitment Information

Current Employees

If you are a current CCSD employee please use the [Internal Positions](#) or navigate to Taleo on the [Employee Self Service \(ESS\)](#) page and click on the Taleo Internal Job Posting tile.

DO NOT create a new profile. If you have issues signing in please go to [Quickit.ccsd.net](https://quickit.ccsd.net) to submit a ticket or call the helpdesk at 702-799-3300.

- [Internal Positions](#)
- [Job Descriptions](#)
- [Job Application Process](#)
- [Connect with a Recruiter](#)
- [Start/Modify Application](#)
- [Licensed Professionals](#) (Teacher, School Nurse, School Counselor, etc.)
- [Administrative Professionals](#) (Director, Coordinator, Principal, etc.)
- [Support Professionals](#)
- [Substitute](#)
- [Student Worker](#)
- [Volunteer](#)
- [Alternate Route to Licensure](#)
- [Contractors](#)
- [J-1 Program Description](#)

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2. Type the school's name in the location field or select from the Job Openings list. Next, click the pink "Apply" button next to the position.

Welcome. You are not signed in. Sign In

CCSD
CLARK COUNTY
SCHOOL DISTRICT

Careers

[JOB SEARCH](#) [MY JOB PAGE](#)

Keyword Location

[View All Jobs](#)
[Advanced Search](#)

Job Openings 1 - 25 of 312

▼ Posting Date

▼ Location
City
☐ LAS VEGAS (210)
☐ NORTH LAS VEGAS (44)
☐ HENDERSON (35)
☐ ROLLING HILL CITY (4)
☐ INDIAN SPRINGS (3)

Save this job

Sort by
Relevancy Descending

Example- John ES-Volunteer-200000 [Single List](#)

TEST Volunteer -
Location LAS VEGAS ES
Work Location is - LAS VEGAS 39° 15'
Posting Date - Feb 9, 2020

3. Read the Statement of Truth and select the option. If you decline, your process will stop. If you agree, you will advance to the next step of the application.

Statement of Truth

Each time that I save this online application, I am certifying that the information, statements, and documentation submitted on or in conjunction with this employment application are true, correct, complete, and accurate as of the date and time this online application is saved.

I acknowledge and understand that any false, misleading, or incomplete statement, misrepresentation, or omission of fact made in conjunction with this employment application shall result in my immediate removal from consideration for employment or my dismissal.

I acknowledge and understand that before any employment contract becomes effective, I must personally comply with the Immigration Reform Act of 1986 and I must possess and produce any required license from the Nevada Department of Education.

[Notice - If you decline to make this certification and acknowledgement, you will not be allowed to edit any of your application information. You will be immediately logged out of the system and sent back to the login screen. You must make this certification and acknowledgment each time you make changes this online application.]

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4. If you do not have an account, click the gray “New User” button at the bottom of the screen. Follow the “New User Registration” prompts. If you have an account, follow the login instructions. **(Do not create a new account with every submission)**

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click “Login”. If you are not registered yet, click “New user” and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

The login form is a light gray rectangular box. On the left, there are two input fields: the first is labeled 'User Name' with a red asterisk, and the second is labeled 'Password' with a red asterisk. Below the password field are two blue links: 'Forgot your user name?' and 'Forgot your password?'. To the right of these fields, the text 'or Sign in with:' is followed by two square icons: a red one with a white 'G+' and a purple one with a white 'W'. Below the entire form box is a wide, solid pink button labeled 'Login'. At the bottom of the page, centered, is a gray button labeled 'New User'. Two red arrows point towards this 'New User' button from the left and right sides.

5. You must enter the information for the following sections listed if you need to stop before you complete your application by clicking “**Save as Draft.**”

A horizontal progress bar with seven steps, each represented by a circle with a number inside. The first circle, containing the number '1', is solid black. The other six circles (2 through 7) are white with black outlines. Below each circle is a text label. The labels are: 'Resume Upload' (under circle 1), 'Personal Information' (under circle 2), 'Eligibility Disclosure' (under circle 3), 'Job Specific Questions' (under circle 4), 'File Attachments' (under circle 5), 'eSignature' (under circle 6), and 'Review and Submit' (under circle 7). The entire progress bar is enclosed in a thin gray border.

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6. **Resume Upload: The system will parse out information and load it into the system if you have a resume.** If you do not have or don't want upload one click the "No thanks..." option, click the "Save and continue" pink button.

Resume Upload

Profile Upload

You can submit personal and professional information by uploading a resume or by importing a profile from a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.
If you do not upload a profile or a resume, you will need to fill out the online submission manually.

Import profile data



Or upload a resume

☐ Select the resume file to upload

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

☒ No thanks, I will fill out the online submission manually



- **Personal Information:** Fill out the information requested and click the pink "Save and Continue" button.
- **Eligibility Disclosure:** Please read all information. If you answer yes, please explain each event with dates, locations and charges. **Should you need to upload any relevant documentation or information for the district, consider that you will upload it on the "Attach Documents" page of the application. Failure to upload documents will result in a delay in your application.**
- **File Attachments:** Attach any required documents, if you answered yes in any part of the questionnaire and click the pink "Save and Continue" button.
- **eSignature:** Read the page's contents and enter your name as your official signature in the field.
- **Review and Submit:** Review the information you entered and click the pink "Submit" button. If you need to edit any information, click edit here, which is displayed, and modify as required.

Personal Information | [Edit](#)



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7. Final steps

- Let the school administrator or office manager know that you submitted your volunteer application for their approval.
- Upon their approval, the Human Resources staff will then review it. You will receive an email with a series of two forms as we conduct the eligibility check.
- First is the Additional information form, once submitted HR will process it.
- Then you will receive the second set, are the Fingerprinting Processing forms.

**** We ask you to check your inbox, spam, or junk folders for such emails**

- **After submitting your form and paying the \$55.00 processing fee, call us to make the appointment at 702-799-6423.**

*****Be aware that pre-eligibility checks take up to 40 business days to process after you fingerprint depending on the season.**

- Once you have cleared the eligibility check, you will receive a final email notification with instructions on obtaining a CCSD Volunteer badge.

Feel free to contact Miranda Anderson or Lety Franke at 702-799-6423 for any questions or concerns.