Clark County School District
Human Resources Division
School Volunteer Application Guide (No coaches)

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, go to Jobs, and click the Volunteer link to start the application process.
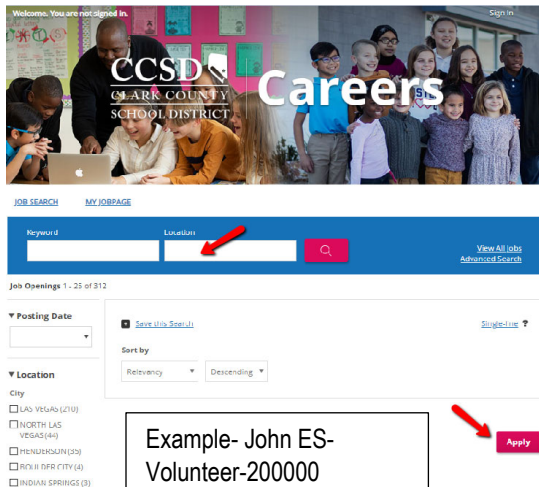
Get Hired

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 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

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.

Example- John ES- Volunteer-200000

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.]

I Accept
I Decline

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.

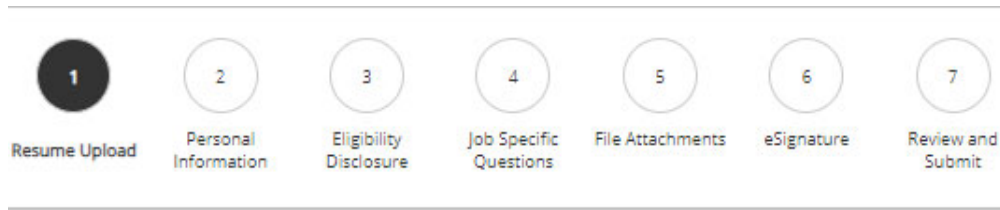*Mandatory fields are marked with an asterisk.*

•User Name

or Sign in with:

•Password

Forgot your user name?
Forgot your password?

Login
New User

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."**

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

- **Personal Information:** Fill out the information requested and click the pink "Save and Continue" button.
- **Eligibility Disclosure:** Please read all information. 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, 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.

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 a series of two forms as we conduct the pre-employment eligibility check,
- First is the Additional information form, once submitted and processed.
- Then you will receive the second set, the Fingerprinting Processing forms.

** We ask you to check your inbox, spam, or junk folders for such emails. Be aware that pre-eligibility **checks take up to 40 business days to process after you fingerprint.**

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

If you have any questions, contact Miranda Anderson or Lety Franke at 702-799-6423.