

# Clark County School District Human Resources Division Volunteer Application Guide

1. To apply, visit <https://ccsd.net> go to Jobs, and click on the Volunteer link to start the application process.

## Job Opportunities

Opportunities abound in The Clark County School District (CCSD), one of the largest and fastest growing districts in the United States. Serving more than 315,000 students in a unique combination of urban and rural schools, CCSD seeks exceptional teachers, leaders and staff who are committed to helping all students thrive.



## Join Our Team

CCSD recently converted to a new recruiting system using the following links. Please check back regularly as the recruiting team is in the process of making vacancies available.

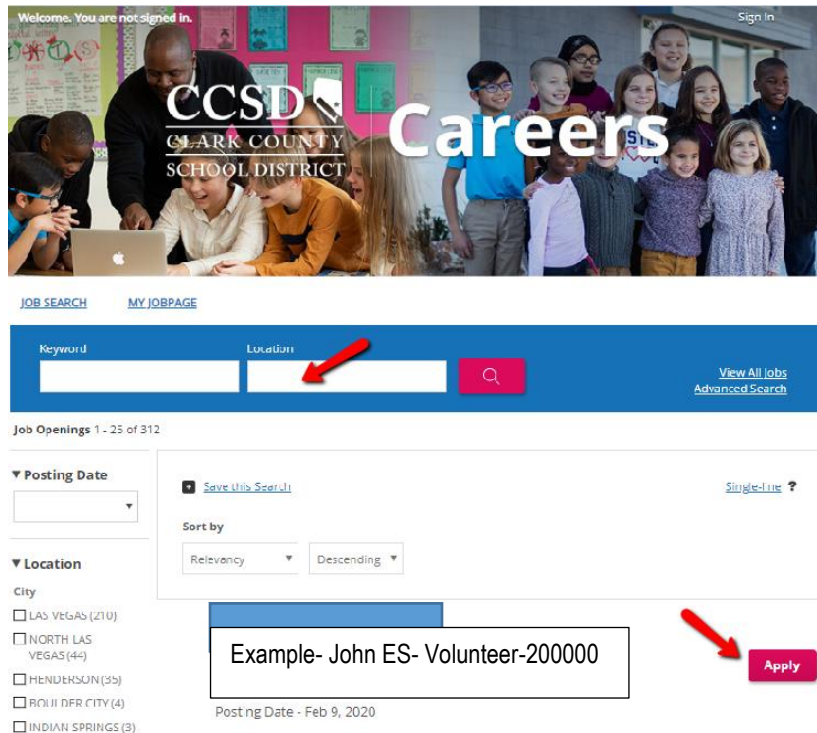
If you are a current CCSD employee please use the [Internal Positions](#) or navigate to Taleo on the [Employee Self Service \(ESS\)](#) page and click on the Taleo Internal Job Posting tile.

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](#)
- [Licensed/Certified Professionals](#)
- [Support Professionals](#)
- [Administrative Professionals](#)
- [Substitute](#)
- [Student Worker](#)
- [Volunteer](#)
- [Alternate Route to Licensure](#)
- [Contractors](#)
- [Start or Modify your Application](#)



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



Example- John ES- Volunteer-200000

Posting Date - Feb 9, 2020

# Clark County School District Human Resources Division Volunteer Application Guide

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. Click the gray “New User” button at the bottom of the screen if you do not have an account. Follow the “New User Registration” prompts.
  - If you have an account, follow the login instructions.

## 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.

or Sign in with:

\*User Name

\*Password

[Forgot your user name?](#)

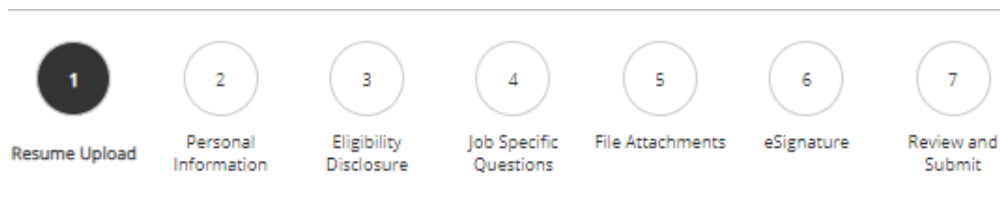
[Forgot your password?](#)

Login

New User

5. You will need to submit the information on the following pages. You can click on “Save as Draft” at any time and return to your application in the future.



# Clark County School District Human Resources Division Volunteer Application Guide

- **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.

**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

No file chosen

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. Should you need to upload any relevant documentation or information for the District to c, 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 contents of the page and enter your name in the field as your official signature
- **Review and Submit:** Review the information you entered and click the pink “Submit” button. If you need to edit any information, click the edit here displayed and modify as required.

**Personal Information** | [Edit](#)

## 6. Final steps

Let the school administrator or office manager of the school that you submitted your volunteer application for their approval. Upon their support, the Human Resources staff will then review your application. You will receive email notifications for the mandatory fingerprinting as we conduct the pre-eligibility checks. **Be aware that pre-eligibility checks take up to 40 business days to be processed after you fingerprint.**

If you have any questions, don't hesitate to contact us at 702-799-2992 extension 5723 or 5724.