

CCSD Representative/Volunteer Application Instructions Parent and School Volunteers Only

Step 1: Access Application

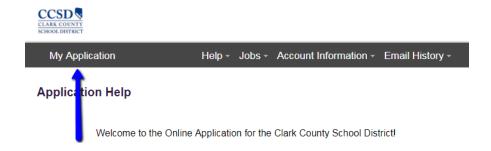
- Click <u>HERE</u> or type/paste the following web address into a browser https://ccsdjobs.searchsoft.net/ats/voluntary_login?COMPANY_ID=MA000239 (Chrome, Safari, and Firefox work best)
- First time completing an application?
 - The first step is to create an account. SearchSoft, CCSD's applicant tracking system, requires an email address. If you do not have an email address, there are several free email services. In any web browser, search "free email accounts."



- Already have an account?
 - Simply click Login

Step 2: Complete Application

- After logging in, click Accept on Certification and Acknowledgment page.
- The Application Help page is an overview of all application processes. No action required.
- To begin the application, click My Application located on the top left side of the black toolbar.



Clark County School District Human Resources Division

Complete the following sections of the application. All fields must be completed.

Contact Information

- For the question, "Are you seeking a preservice (student teaching, internship, etc.) experience? "
 Select NO.
- Please select the type of experience for which you are seeking. Select Parent Volunteer or School Volunteer.
- Answer the final two questions.
- Click Save and Next.

Eligibility Disclosure

- Please complete the Nepotism Disclosure and the Criminal History Disclosures.
 A "YES" answer to any of the questions in the Criminal History Disclosure section will require relevant documentation to be uploaded.
- Click Save and Next.

➤ Authorization to Release Information

- Please sign and date.
- Click Save and Next.

Civil Applicant Waiver

- Please read and complete the waiver.
- Do not forget to enter your **Date of Birth** in the upper right hand corner.
- Please sign and date.
- Click Save and Next.

Representative/Volunteer /Acknowledgement

- Please read, acknowledge, sign, and date.
- Click Save and Next

❖ Step 3: View Available Volunteer Opportunities & Select a School or Location

- Click on the **Jobs** tab located in the middle of the toolbar at the top of the page. Click on **Available Jobs**.
- Search for the school or location at which you would like to volunteer.
- Click VIEW/APPLY. Click APPLY FOR THIS JOB.
- Schools must approve you before you can fingerprint once you have applied to the volunteer jobs, please
 contact the school to notify them that you are ready for approval. NOTE: The decision to APPROVE or
 DENY, at this step, is at the discretion of the school principal.

Clark County School District Human Resources Division

Step 4: Wait for Notifications

- Make sure your application is complete. Incomplete applications cannot be processed.
- You will receive an email notifying you to come in to fingerprint.
 - o Please follow the instructions provided and pay online.
 - o The fingerprinting fee is \$55 and can be paid using credit card or debit card only.
- Background approval may take up to 10 business days. Once your background is approved, you will be notified via email with instructions on how to obtain a badge.
- If you are a volunteer or employee of a governmental entity, a non-profit entity, an entity approved by the Nevada Department of Education, or an entity that conducts criminal background checks of its employees, licensees, or volunteers, please note that you may not be required to fingerprint. Please see the directions that match your group affiliation for more details.

Have Questions or Need Assistance? Email volunteers@nv.ccsd.net