CCSD Representative/Volunteer Application Instructions
For Employees of a Government or Non-Profit Entities
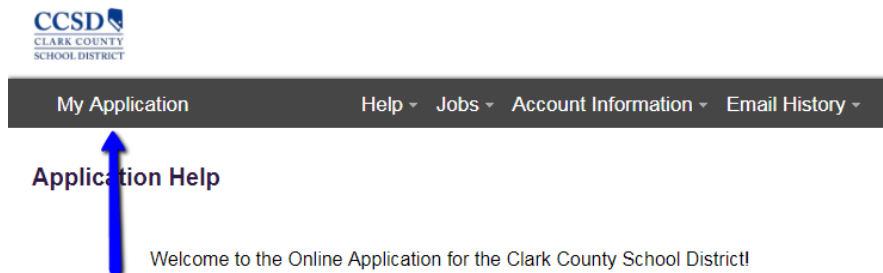
❖ Step 1: Access Application

- Click **HERE** 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."

Create an Account

You will need to create an account with a username and password when you first begin. Once your account has been created, you may return to update your profile or submit documents.

User Login

Username _____
Password _____

LOGIN

- or -

CREATE ACCOUNT

having trouble logging in?

- **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.

My Application   Help ▾ Jobs ▾ Account Information ▾ Email History ▾

Application Help

Welcome to the Online Application for the Clark County School District!

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

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- ➤ **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, **Contractor, Parent Volunteer** or **School Volunteer.**
  - If you select **Contractor,** complete the additional fields listed. These fields are not required for Parent or School Volunteers
  - 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.
  - A dishonest response to these questions may disqualify you as a volunteer or contractor. Please be forthright in your responses and explanations.
  - 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
- Make sure your application is complete. Incomplete applications cannot be processed.
- 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**.

Continue to Next Page

❖ Step 4: Wait for Notifications

- You will receive an automated email notifying you to fingerprint with the Human Resources Division. DO NOT pay online. You will need one of the following items to complete the process:
    - o An official badge from one of the following organizations: Child Protective Services, Law Enforcement, or Fire and Rescue.
    - o A verification form that must be completed by the government agency or non-profit entity certifying that you have completed a criminal background check and have been approved to work with students. The verification form can be found here. (provide a link)
    - o A written statement, from the government or non-profit entity, on entity letterhead, stating that you have cleared a criminal background check that included submitting your fingerprints to the Federal Bureau of Investigation and have been cleared to work with students.
- Once you have one of these items, you will need to bring it to the Human Resources Division and provide it to the HR Director who oversees volunteer fingerprinting process.
- Once the official badge, form, or written statement have been reviewed and approved, you will be issued a CCSD ID Badge.
- If you are part of a program working with schools, please contact the entity with whom you are employed as the entity may have submitted a list of approved volunteers as well as any required forms to the CCSD Human Resources Division.
    - o If a list and required documents have been submitted, and you were notified to fingerprint, you will need to come into the Human Resources Division office and present identification to the Director over the process.
    - o Once your identity is confirmed, and it is confirmed that you are on the entity's list, you will be issued your CCSD ID Badge.

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