

## CCSD Representative/Volunteer Application Instructions For Volunteers of Government or Non-Profit Entities

### ❖ Step 1: Access Application

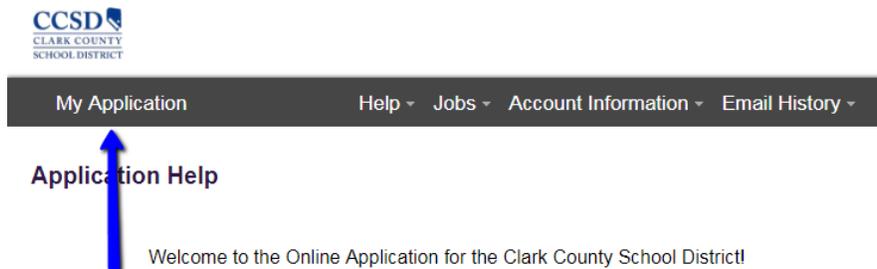
- Click [HERE](#) or type/paste the following web address into a browser  
[https://ccsdjobs.searchsoft.net/ats/voluntary\\_login?COMPANY\\_ID=MA000239](https://ccsdjobs.searchsoft.net/ats/voluntary_login?COMPANY_ID=MA000239)  
(Chrome, Safari, and Firefox work best)
- **First time completing an application?**
  - 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."

The screenshot shows a 'Create an Account' box on the left with the text: '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.' To the right is a 'User Login' form with 'Username' and 'Password' input fields, a blue 'LOGIN' button, and a '- or -' separator. Below the separator is a blue 'CREATE ACCOUNT' button and a link that says 'having trouble logging in?'. A blue arrow points from the 'CREATE ACCOUNT' button to the right.

- **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, **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 email notifying you to come in to fingerprint.
- The process and criteria used by the entity you volunteer for will be evaluated and either approved or denied by CCSD and this will determine if you are required to pay for a criminal background check through CCSD.
- Per the NAC, are required to SUBMIT your fingerprints to CCSD whether CCSD conducts your background check or not. If CCSD does not conduct the background check, you will not be required to pay for fingerprinting.
  
- If you are a **volunteer** of a federal, state, or local government entity or non-profit entity, and you are part of a program or partnership with CCSD:
  - The entity you volunteer for will conduct your criminal background check.
  - If their process and criteria are approved:
    - Follow the directions in the email, but DO NOT pay online.
    - When you come into fingerprint, provide your picture ID and the name of the entity with whom you are volunteering.
    - Once the HR Division approval has been verified and has taken your fingerprints, you will be able to obtain a CCSD Volunteer Badge.
  - If the entity's process and criteria are denied:
    - Please follow the instructions provided and pay online.
    - 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 of a federal, state, or local government entity or non-profit entity, and are **NOT** part of a program or partnership with CCSD:
  - You must obtain a letter from your entity stating that you have passed a criminal background check including submission of your fingerprints to the FBI within the last 6 months. The letter must include a description of the process and eligibility criteria used to clear you.
  - Bring a copy of the letter to the Human Resources Division located at 2832 E. Flamingo Road, Las Vegas, NV 89121. The letter will be reviewed and you will be notified within 5 business days if your letter is approved or denied.
  - If approved:
    - Follow the directions in the email notifying you to fingerprint, but DO NOT pay online.
    - Once the HR Division approval has been verified and your fingerprints taken, you will be able to obtain a CCSD Volunteer Badge.
  - If denied:
    - Please follow the instructions provided and pay online.
    - 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.

**Have Questions or Need Assistance?**  
Email [volunteers@nv.ccsd.net](mailto:volunteers@nv.ccsd.net)