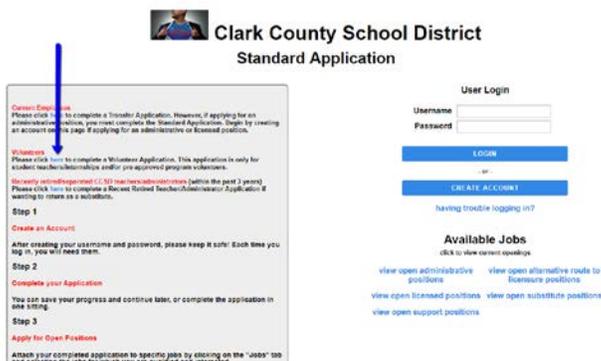


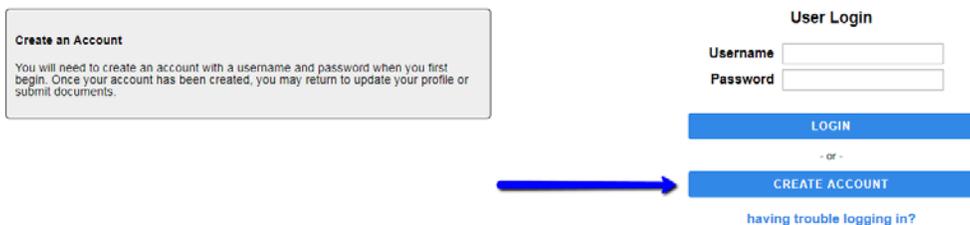
CCSD Representative/Volunteer  
Application Instructions

- Click [HERE](#) or type/paste the following web address into a browser (Chrome, Safari, and Firefox work best):  
[https://ccsdjobs.searchsoft.net/ats/app\\_login?COMPANY\\_ID=MA000239](https://ccsdjobs.searchsoft.net/ats/app_login?COMPANY_ID=MA000239)

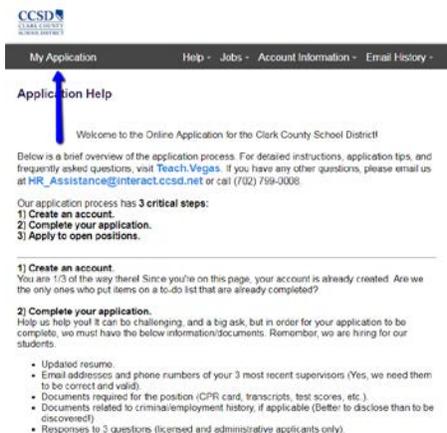
- Once on the main page of the application. Click "here" under "CCSD Representatives/Volunteers."



- If this is the first time completing an application in SearchSoft, CCSD's applicant tracking system, the first step is to create an account, which 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." If you already have an account, simply select "Login."



- After completing the account set-up, click on "My Application" located in the black bar at the top of the page. The text on this page does not apply to the CCSD Representative/Volunteer Application.



CCSD Representative/Volunteer  
Application Instructions

- Once in the application, please select the type of experience for which you are seeking (e.g., student teacher/intern, contractor, school volunteer, etc.) as shown below by the blue arrow. If you are **not** seeking a student teaching/intern experience, please skip all fields shown in the blue box and complete only those in the red box.

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

**Email is CCSD primary method of contact. Keep your email address up to date and check it regularly.**

\*Preferred Email Address (Help)  
nigromh@gmail.com    nigromh@gmail.com

\*Please select the type of volunteer experience for which you are seeking.  
Select one ▾

**If "student teaching/internship" was selected, please select your college/university, add the name and contact information for the person supervising you throughout this experience.**

College/University (Help) choose your college  
College/University Supervisor  
Supervisor Phone Number

Area of Licensure    Anticipated Graduation Date  
Select one ▾   

**If "Athletics/Activities" or "Other" was selected, please identify the specific type, entity/organization, and supervisor contact information for this volunteer experience.**

Entity/organization/department that is requesting the volunteer experience    Supervisor's phone number    Supervisor of entity/organization/department

- Once the application is complete, fingerprinting is the next step. Please see the following page for detailed instructions.
- For any questions and/or assistance with the application, please email [HR\\_Assistance@interact.ccsd.net](mailto:HR_Assistance@interact.ccsd.net) or call 702-799-0888.