

CCSD Representative/Volunteer Application Instructions For Law Enforcement, Firefighters, Military Personnel, and Government Employees

❖ 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!



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.
- Do NOT pay online as described in the email. **You will NOT be charged for fingerprinting; however, under the Nevada Administrative Code you are still required to submit your fingerprints to CCSD.**

- If you are employed by the military, a law enforcement agency, or are a fire fighter:
 - Bring your badge, Sherriff's card, military ID, or government issued identification to the Human Resources Division located at 2832 E. Flamingo Road, Las Vegas, NV 89121.
 - Sign-in and report to room 108 to be fingerprinted
 - Once the HR Division has taken a copy of your identification and taken your fingerprints, you will be able to obtain a CCSD Volunteer Badge.

- If you are employed by any other federal, state, or local government entity:
 - **You must obtain a letter from your agency stating that you have passed a criminal background check including submission of your fingerprints to the FBI and have been cleared to interact with students.**
 - Bring a copy of the letter to the Human Resources Division located at 2832 E. Flamingo Road, Las Vegas, NV 89121.
 - Sign-in and report to room 108 to be fingerprinted
 - Once the HR Division has received a copy of your letter and taken your fingerprints, you will be able to obtain a CCSD Volunteer Badge.

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