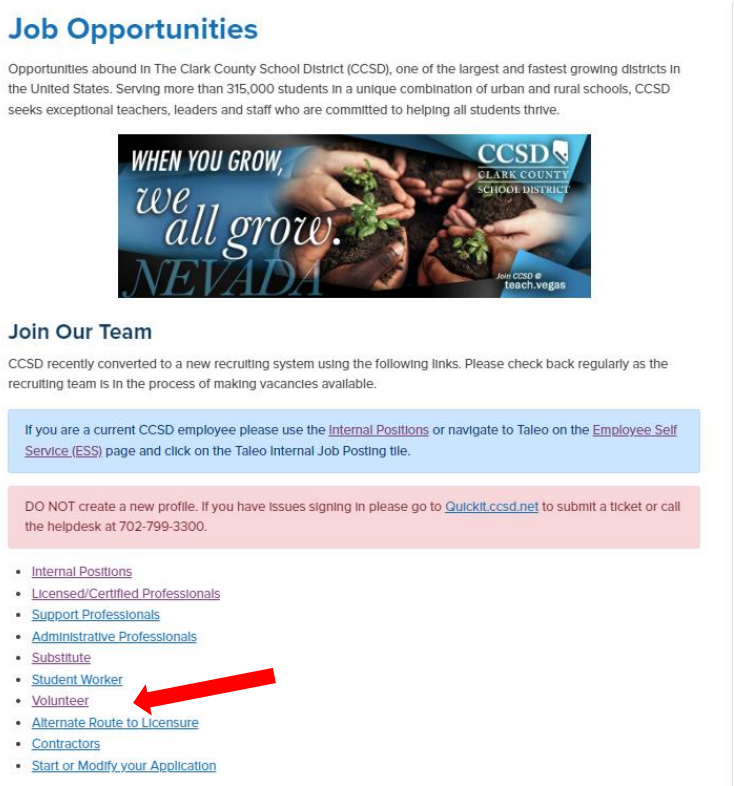
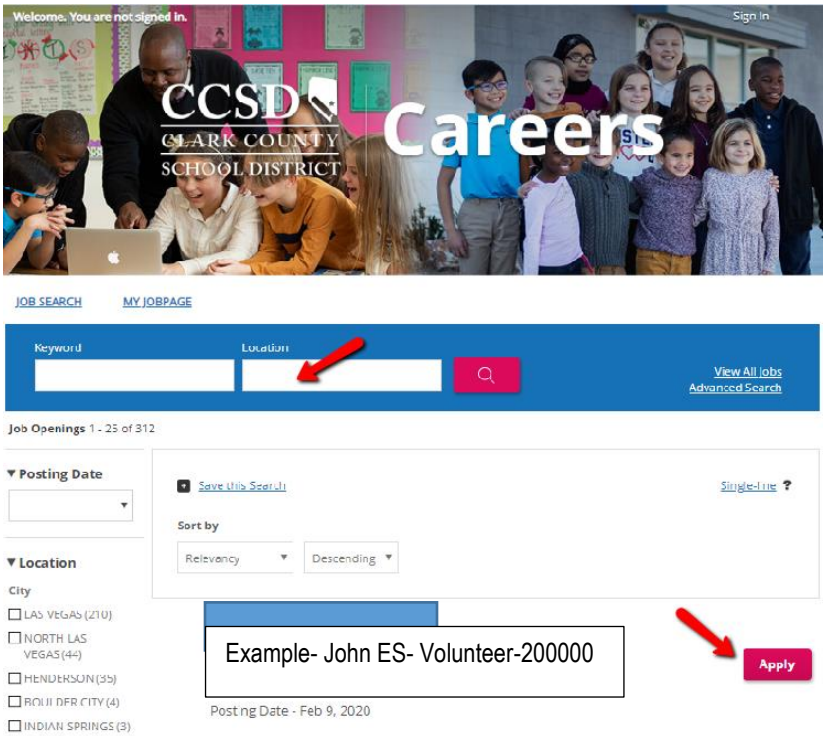
Clark County School District
Human Resources Division
Volunteer Application Guide

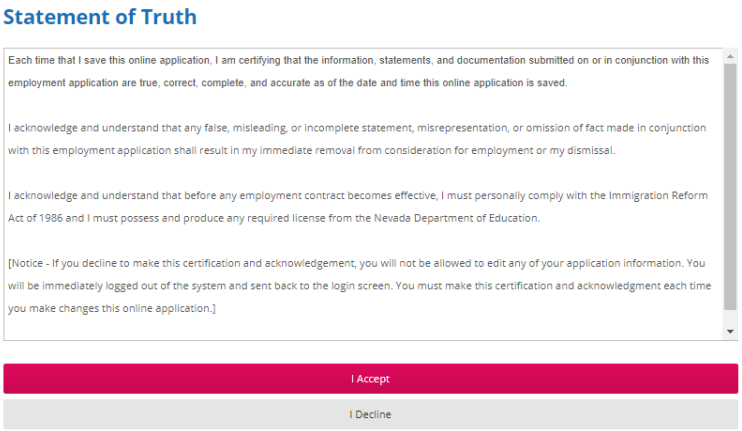
1. To apply, visit https://ccsd.net go to Jobs, and click on the Volunteer link to start the application process.



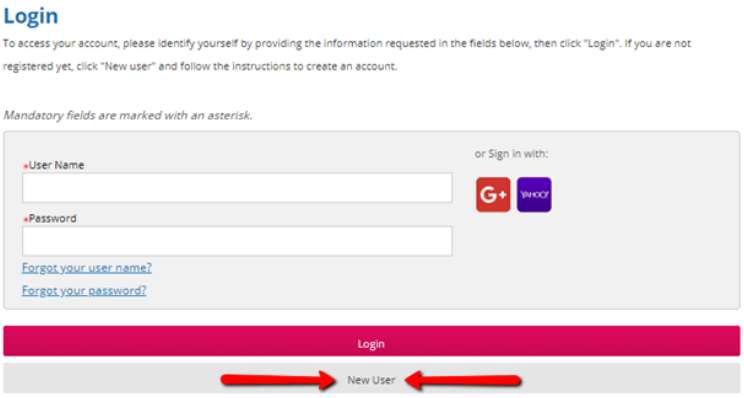
2. Type in the school's name on the location field or select from the Job Openings list. Next, click on the pink "Apply" button next to the position.



3. Read the Statement of Truth and select the option. If you decline, your process will stop. If you agree, you will advance to the next step of the application.

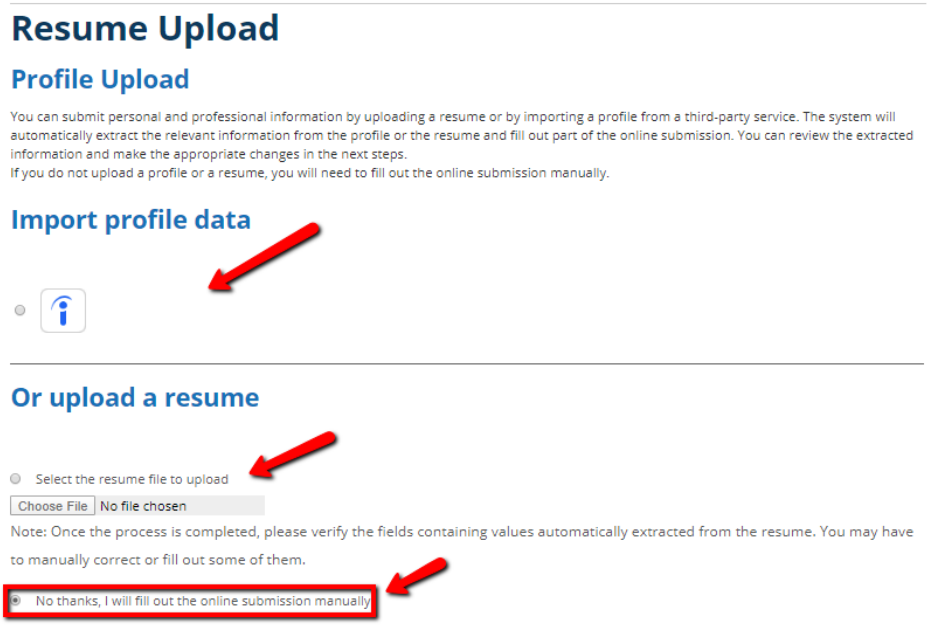


4. Click the gray "New User" button at the bottom of the screen if you do not have an account. Follow the "New User Registration" prompts.
   - If you have an account, follow the login instructions.



5. You will need to submit the information on the following pages. You can click on "Save as Draft" at any time and return to your application in the future.

- **Resume Upload The system will parse out information and load it into the system if you have a resume**. If you do not click the "No thanks…" option, click the "Save and continue" pink button.



- **Personal Information:** Fill out the information requested and click the pink "Save and Continue" button.
- **Eligibility Disclosure:** Please read all information. Should you need to upload any relevant documentation or information for the District to c, consider that you will upload it on the "Attach Documents" page of the application. Failure to upload documents will result in a delay in your application.
- **File Attachments:** Attach any required documents, and click the pink "Save and Continue" button.
- **eSignature:** Read the contents of the page and enter your name in the field as your official signature
- **Review and Submit:** Review the information you entered and click the pink "Submit" button. If you need to edit any information, click the edit here displayed and modify as required.

6. Final steps

Let the school administrator or office manager of the school that you submitted your volunteer application for their approval. Upon their support, the Human Resources staff will then review your application. You will receive email notifications for the mandatory fingerprinting as we conduct the pre-eligibility checks. **Be aware that pre-eligibility checks take up to 40 business days to be processed after you fingerprint.**

If you have any questions, don't hesitate to contact us at 702-799-2992 extension 5723 or 5724.