

# Clark County School District Human Resources Division Volunteer & Representative Application Guide

1. To apply, visit [CCSD.NET/JOBS](https://CCSD.NET/JOBS) and click on the Volunteer link to start the application process.

**Job Opportunities**

Opportunities abound in The Clark County School District (CCSD), one of the largest and fastest growing districts in the United States. Serving more than 315,000 students in a unique combination of urban and rural schools, CCSD seeks exceptional teachers, leaders and staff who are committed to helping all students thrive.

**Join Our Team**

CCSD recently converted to a new recruiting system using the following links. Please check back regularly as the recruiting team is in the process of making vacancies available.

- [Internal Positions](#)
- [Licensed/Certified Professionals](#)
- [Support Professionals](#)
- [Administrative Professionals](#)
- [Substitute](#)
- [Student Worker](#)
- [Volunteer](#)
- [Alternate Route to Licensure](#)
- [Contractors](#)
- [General Profile](#)

2. Type in the name of the location you will be volunteering or select from the Job Openings list. Next, click on the pink “Apply” button next to the position.

CCSD CLARK COUNTY SCHOOL DISTRICT Careers

JOB SEARCH MY JOB PAGE

Keyword: Location: [Red Arrow]

View All Jobs Additional Search

Job Openings 1 - 25 of 212

Posting Date: [Dropdown]

Sort by: Recently Descending

Location: City [Dropdown]

- LAS VEGAS (271)
- NORTH LAS VEGAS (44)
- HENDERSON (35)
- BIRCH SPRING (TV) (4)
- INDIAN SPRINGS (3)

ES LAS VEGAS 99-15 [Red Arrow] **Apply**

Refer to the Req. Number or position given to you by the department

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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.

**Statement of Truth**

Each time that I save this entire application, I am certifying that the information, statements and documentation submitted in or in conjunction with this employment application are true, correct, complete, and accurate as of the date and time this online application is saved.

I acknowledge and understand that any false, misleading, or incomplete statement, misrepresentation, or omission of fact made in conjunction with this employment application shall result in my immediate removal from consideration for employment by my district.

I acknowledge and understand that before any employment contract becomes effective, I must personally comply with the registration requirements of 186C and I must possess and produce any required license from the Nevada Department of Education.

[Notice - If you decline to make this certification and acknowledgment, you will not be allowed to edit any of your application information. You will be immediately logged out of the system and sent back to the sign screen. You must make this certification and acknowledgment each time you make changes to this online application.]

**I Accept**

I Decline

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

**Login**

To access your account, please identify yourself by providing the information requested in the fields below, then click "login". If you are not registered yet, click "New User" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

or Sign in with:

**\*User Name**

**\*Password**

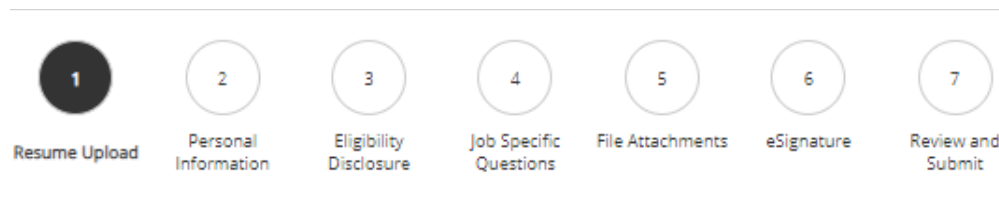
[Forgot your user name?](#)

[Forgot your password?](#)

**login**

**New User**

5. You will need to submit information for the following sections listed below. You can click on “Save as Draft” at any time and return to your application in the future.



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- **Resume Upload:** If you have a resume, the system will parse out information and load into the system. If you do not, click on the “No thanks...” option and click “Save and Continue” pink button.

**Resume Upload**  
Profile Upload

You can update personal and professional information by uploading a resume or by importing a profile from a third party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review and correct information and make the appropriate changes in the next steps.  
If you do not upload a profile or a resume, you will need to fill out the online submission manually.

Import profile data

Or upload a resume

Select the resume file to upload

Upload file | No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

No thanks, I will not upload this resume

Save and Continue

- **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 consider you will upload on the “Attach Documents” page of the application. Failure to upload documents will result in a delay of your application.
- **File Attachments:** Attach any required documents. If you have none then 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 on the edit link where displayed and modify as needed.

Personal Information | Edit

## 6. Final steps

The site administrator will review your submitted application to consider your approval or denial to be a volunteer. Upon their approval, Human Resources staff will then review your application. You will receive notifications for the mandatory fingerprinting as we conduct the pre-employment eligibility checks. Be aware that pre-employment eligibility checks take an average 10-12 business days to be processed.

If you have any questions, please contact us at [volunteers@nv.ccsd.net](mailto:volunteers@nv.ccsd.net) and include the name of the location or organization you will be volunteering or representing. We may also be reached at 702-799-2992 option 1.