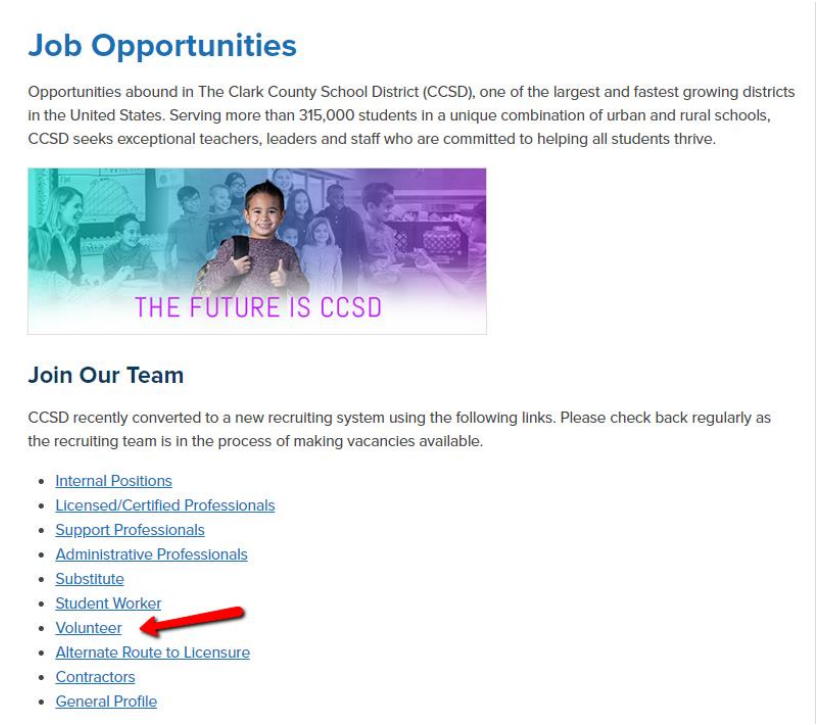
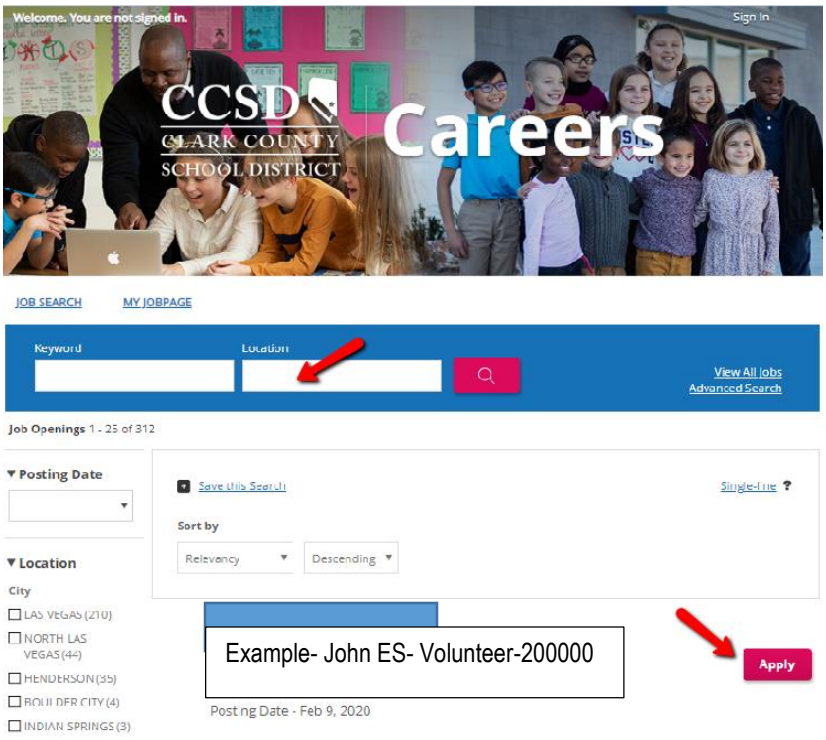
Clark County School District
Human Resources Division
Volunteer & Representative Application Guide

1. To apply, visit CCSD.NET/JOBS and click on the Volunteer link to start the application process.



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.



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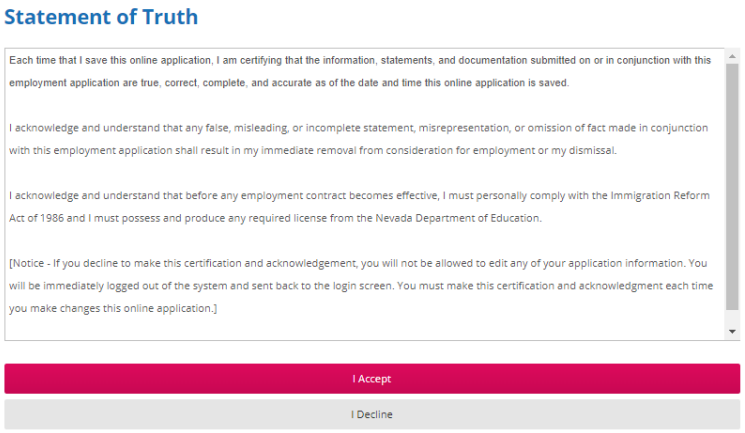
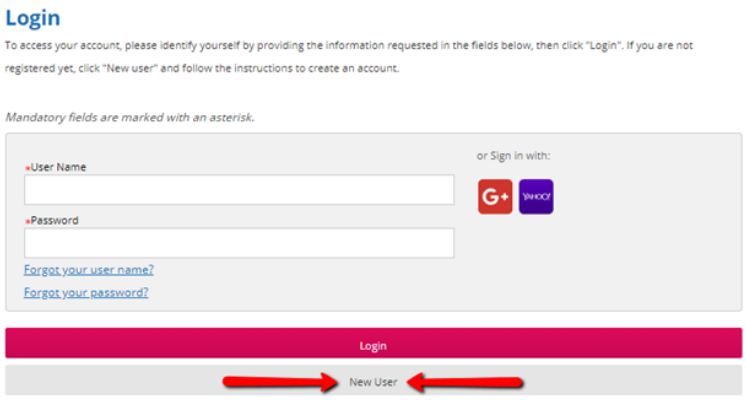
3. Read the Statement of Truth and select the option. If you decline, your process will stop. If you agree, you will advance to the next step of the application.

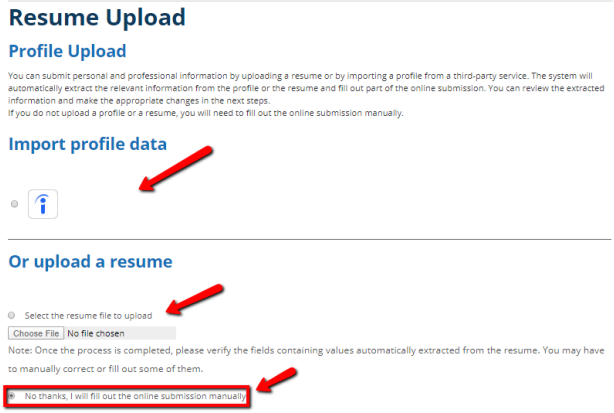


4. Click the gray "New User" button at the bottom of the screen if you do not have an account. Follow the "New User Registration" prompts.
   - If you have an account, follow the login instructions.



5. You will need to submit 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.

- **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.



- **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.

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 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.