Clark County School District
Human Resources Division
Volunteer Application Guide for Government Employees
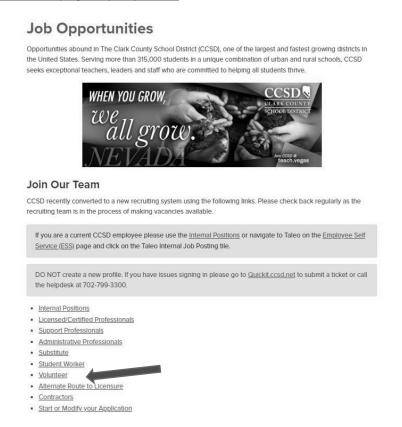**And Non-Profit Entities**

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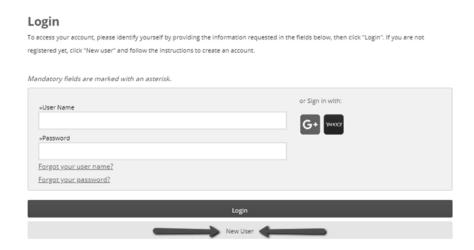

2. Type in the name of the location you will be volunteering or select from the Job Openings list. Next, click on the pink "Apply" button next to the position.

Example- John ES- Volunteer-200000

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.
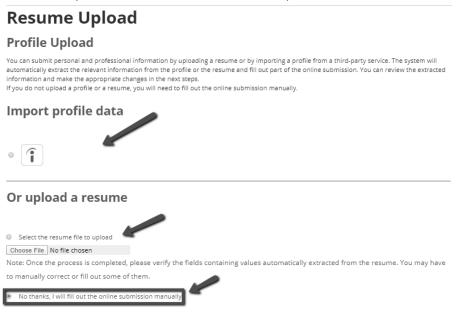

4. Click the gray "New User" button at the bottom of the screen if you do not have an account. Follow the "New User Registration" prompts.
    -   If you have an account, follow the login instructions.

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.

- **Requirements:** You will need to attach to your application one of the following items to complete the process:

  - A verification form that must be completed by the government agency or non-profit entity or NDE approved entity certifying that you have completed a criminal background check in the last 6 months and have been approved to work with students.

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- A written statement, from the government or non-profit entity or NDE approved entity, on entity letterhead, stating that you have cleared a criminal background check that included submitting your fingerprints to the Federal Bureau of Investigation in the last 6 months and have been cleared to work with students

- **Eligibility Disclosure:** Please read all information. If you need to upload any relevant documentation or information for the District to consider you will need to upload it on the "Attachments" page of the application. Failure to upload documents will result in a delay in 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.

-The site administrator will review your submitted application to consider your approval or denial to be a volunteer. We advise to notify the school administrator of your submission.

-Upon their approval, Human Resources staff will then review your application and the documentation you attached, and you will receive an email notification for the mandatory Pre-eligibility forms to complete.

-After completion and approval, you will receive an email notification with instructions to obtain your volunteer badge, or the need for you to complete fingerprinting with CCSD.

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.