Fingerprinting and CCSD Volunteer Application

All students completing pre-service field experiences, participating in a course taught on a school site, or who plan to apply for student teaching or practicum in Southern Nevada will need to complete a CCSD Volunteer Application and fingerprint check. No other fingerprinting check can be substituted for this requirement.

Directions*

STEP 1: Complete a CCSD Fingerprint Volunteer Application
STEP 2: Make an online payment for fingerprints and fingerprint with CCSD Police Services

Cost

- $55.00 (VISA or MasterCard only)
  CCSD will no longer accept money orders/cashier's checks for fingerprint payment.

***Northern Nevada students will be notified regarding fingerprint requirements after their student teaching application has been received.**

STEP 1 – FINGERPRINT VOLUNTEER APPLICATION

How to CREATE A NEW ACCOUNT
OR Log in to an existing account

Go to: https://ccsdjobs.searchsoft.net/ats/voluntary_login?COMPANY_ID=MA000239

If you are creating a new account you will be directed to the "add applicant" screen below.

**If you are logging into an existing account, you will be directed to the "Certification and Acknowledgement" Screen.

Certification and Acknowledgment

Each time that I save this online application, I am certifying that the information, statements, and documentation submitted on 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 or my dismissal.

I acknowledge and understand that before any employment contract becomes effective, I must personally comply with the Immigration Reform Act of 1986 and I must possess and produce any required license from the Nevada Department of Education.

[Notice - If you decline to make this certification and acknowledgement, 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 login screen. You must make this certification and acknowledgment each time you make changes this online application.]

Accept
Decline

Once you click accept, you will be directed to this page:

CCSD
CLARK COUNTY
SCHOOL DISTRICT

| My Application | Help ▾ | Jobs ▾ | Account Information ▾ | Email History ▾ |

Application Help

Welcome to the Online Application for the Clark County School District!

Below is a brief overview of the application process. For detailed instructions, application tips, and frequently asked questions, visit **Teach.Vegas**. If you have any other questions, please email us at **HR_Assistance@interact.ccsd.net** or call (702) 799-5252.

Our application process has **3 critical steps:**
1) Create an account.
2) Complete your application.
3) Apply to open positions.

_____

1) Create an account.
You are 1/3 of the way there! Since you're on this page, your account is already created. Are we the only ones who put items on a to-do list that are already completed?

2) Complete your application.
Help us help you! It can be challenging, and a big ask, but in order for your application to be complete, we must have the below information/documents. Remember, we are hiring for our students.

- Updated resume.
- Email addresses and phone numbers of your 3 most recent supervisors (Yes, we need them to be correct and valid).
- Documents required for the position (CPR card, transcripts, test scores, etc.).
- Documents related to criminal/employment history, if applicable (Better to disclose than to be discovered!)
- Responses to 3 questions (licensed and administrative applicants only).

Kindergarten taught all of us the golden rule...be honest!

3) Apply for open positions.
You're so close! In order for us to review your completed application, please attach your application to open positions.

- Click the "Jobs" tab to see available jobs.
- Click the blue "View/Apply" box.
- Click the blue "Apply For This job" box.

That's it! We can now start reviewing your application.

Once you click "My Application", you will be directed to the "Contact Information" screen. Complete this section:

Contact Information

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Current Applicant Types: CCSD Representative/Volunteer Change Type

Applicant ID 5300211655	Username NSCEDU	Account Creation Date 11/30/2017
Activation Date	Last Date Modified by the Applicant (Help)	Last Modified By Anyone 11/30/2017

*Social Security Number (no dashes)

*Courtesy Title (optional): Sele...   *Legal First Name   Middle Initial   *Legal Last Name   Suffix: Sele...   Maiden Name

*Street   *City   *State: Select one   *Zip Code

*Permanent Street   *Permanent City   *Permanent State: Select one   *Permanent Zip Code

*Preferred Phone (000-000-0000)   Phone Type: Selec...

Alternate Phone (000-000-0000)   Phone Type: Selec...

Email is CCSD primary method of contact. Keep your email address up to date and check it regularly.

*Preferred Email Address   (Help)

*Are you seeking a Pre-Service (student teaching, internship, etc.) experience/service?
◉ Yes ○ No   ← **SELECT "YES"**

*College/University Supervisor
← **LIST: NEVADA STATE COLLEGE/SALLY STARKWEATHER**

*Supervisor Phone Number
← **LIST: 702-992-2522**

*Area of Licensure: Select one   ← **SELECT YOUR LICENSURE AREA**

*Anticipated Graduation Date
← **LIST: MAY AND THE YEAR FOR SPRING COMPLETION OR DECEMBER AND THE YEAR FOR FALL COMPLETION**

Did you attend an application help session at VegasPBS?
○ Yes ○ No

Have you ever been or are you presently employed by the Clark County School District?
○ Yes ○ No

You must click the "Save and Next" button in order for your changes to be saved.

[UNDO]   [SAVE AND NEXT] ←

Select SAVE & NEXT. You will then need to complete the following pages

1. Eligibility Disclosure
2. Authorization to Release Information (All four boxes must be reviewed and checked)
3. Civil Applicant Waiver (Review, E-Signature, Date and click Yes)
4. Volunteer Acknowledgement (Review, E-Signature, Date and click Yes)

Now What?

Congratulations! You worked hard ensuring your application is complete and accurate, and applied to specific positions. Now it's our turn to work just as hard reviewing it and we are working as quickly as we can. Please read the steps below to learn what happens now.

Step 1: Human Resources staff verifies and reviews each application, specifically:

- confidential references and work history,
- education (high school/post-secondary transcripts from a regionally accredited institution),
- CCSD work history if a previous employee,
- criminal/employment history disclosure, if necessary, and
- required documents related to the specific position (CPR card, testing, etc.).

Complete applications are reviewed first. Our positions are extremely competitive; we receive thousands of applications weekly! Be sure yours is in tiptop shape.

Step 2: Interview

- The hiring manager will contact you directly if selected for an interview.

Don't be discouraged if you aren't contacted for an interview. Keep checking our job board and continue to apply for positions.

Step 3: Notification

- You will be emailed whether or not your application is visible to hiring managers.
- Once a position is filled, you will receive an email stating such (unless, of course, you were the one selected for the position!).
- If selected for a position, Human Resources staff will contact you regarding next steps.

You must click the "Save and Next" button in order for your changes to be saved.

| PREVIOUS | UNDO | SAVE AND NEXT |

Select SAVE & NEXT. (Disregard Step 1-3 above)

STEP 2 – FINGERPRINTING

**You will not need to pay and fingerprint again if you already have a current CCSD Volunteer badge. If you have questions, please contact the CCSD OnBoarding Office at 702/799-1092.

A) Before completing any of the following steps, you must have finished the CCSD Representative/Volunteer Application.

B) There is a $55.00 fee* that must be paid online with a credit card prior to reporting to Human Resources for fingerprinting. To pay the $55.00 fee, please type/paste the below web address into a browser (Chrome and Firefox work best):

https://secure.ccsd.net/employees/prospective/fingerprint/index.php?type=new

Fingerprinting Payment

Please complete ALL fields

Please enter your legal name as it appears on your driver's license.

First Name: _____

Last Name: _____

Last Four Digits of Social Security Number: _____

Birthdate: Birth Month [Month ▾] / Birth Day [Day ▾] / Birth Year [Year ▾]

Type: **New hires that require a background check**

Total: $60

[Continue]

*You must have a visa or master card in order to make your payment (debit cards with visa logo will not work). If you do not have one of these credit cards, you will need to purchase a pre-paid visa or master card prior to logging in to this site.

C) Proof of payment is required (digital & printed receipts accepted). **You will need to print the final page as confirmation of payment or take a screen shot of the page in order to verify payment. This verification must be submitted to NSC/SOE and is required when you go the CCSD Police Services in order to fingerprint.**

D) Once you submit your online payment, please go to the CCSD Police Services located at the following address to have your fingerprints taken. They are located at the following address:

> Edward Greer Education Center
> 2832 E. Flamingo Rd., Las Vegas, NV 89212
> The fingerprint office is located in the #500 Hallway

E) CCSD will notify you via email when your badge will be available for pick-up. The badge must be worn at all times on school property.

*If you do not complete your fingerprint process and pass a background check you will not receive your placement from NSC.