

CCSD Representative/Volunteer Application Instructions Parent and School Volunteers Only

❖ Step 1: Access Application

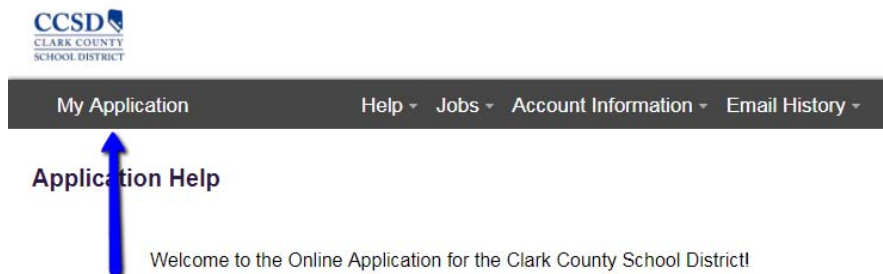
- Click [HERE](#) or type/paste the following web address into a browser
https://ccsdjobs.searchsoft.net/ats/voluntary_login?COMPANY_ID=MA000239
(Chrome, Safari, and Firefox work best)
- **First time completing an application?**
 - The first step is to create an account. SearchSoft, CCSD's applicant tracking system, requires an email address. If you do not have an email address, there are several free email services. In any web browser, search "free email accounts."

The screenshot shows a 'Create an Account' box on the left with instructions: 'You will need to create an account with a username and password when you first begin. Once your account has been created, you may return to update your profile or submit documents.' To the right is a 'User Login' form with 'Username' and 'Password' fields, a 'LOGIN' button, and a 'CREATE ACCOUNT' button. A blue arrow points from the 'CREATE ACCOUNT' button to the 'LOGIN' button. Below the buttons is a link: 'having trouble logging in?'.

- **Already have an account?**
 - Simply click **Login**

❖ Step 2: Complete Application

- After logging in, click **Accept** on **Certification and Acknowledgment** page.
- The **Application Help** page is an overview of all application processes. **No action required.**
- To begin the application, click **My Application** located on the top left side of the black toolbar.



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- Complete the following sections of the application. All fields must be completed.
 - **Contact Information**
 - For the question, “Are you seeking a preservice (student teaching, internship, etc.) experience? “ Select **NO**.
 - Please select the type of experience for which you are seeking. Select **Parent Volunteer** or **School Volunteer**.
 - Answer the final two questions.
 - Click **Save and Next**.
 - **Eligibility Disclosure**
 - Please complete the **Nepotism Disclosure** and the **Criminal History Disclosures**. A “**YES**” answer to any of the questions in the Criminal History Disclosure section will require relevant documentation to be uploaded.
 - Click **Save and Next**.
 - **Authorization to Release Information**
 - Please sign and date.
 - Click **Save and Next**.
 - **Civil Applicant Waiver**
 - Please read and complete the waiver.
 - Do not forget to enter your **Date of Birth** in the upper right hand corner.
 - Please sign and date.
 - Click **Save and Next**.
 - **Representative/Volunteer /Acknowledgement**
 - Please read, acknowledge, sign, and date.
 - Click **Save and Next**

❖ **Step 3: View Available Volunteer Opportunities & Select a School or Location**

- Click on the **Jobs** tab located in the middle of the toolbar at the top of the page. Click on **Available Jobs**.
- Search for the school or location at which you would like to volunteer.
- Click **VIEW/APPLY**. Click **APPLY FOR THIS JOB**.

❖ **Step 4: Wait for Notifications**

- Make sure your application is complete. Incomplete applications cannot be processed.
- You will receive an email notifying you to come in to fingerprint.
 - Please follow the instructions provided and pay online.
 - The fingerprinting fee is \$55 and can be paid using credit card or debit card only.
- Background approval may take up to 10 business days. Once your background is approved, you will be notified via email with instructions on how to obtain a badge.

Have Questions or Need Assistance?
Email volunteers@nv.ccsd.net

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