

# **How to Apply for a Job in Taleo**

Navigate in your internet search bar to: hcm.ccsd.net or click on the HCM icon shortcut on your CCSD computer

Login with your CCSD Active Directory/AD Credentials



**Login with your CCSD Standard User ID**  
(Active Directory/AD)

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User Name:   
Password:

[Forgot your password?](#)  
[W2 Former Employee?](#)

Click on the “Taleo Internal Job Postings” Tile in Employee Self Service:



**\*\*\*Please note, each time you apply for a position, you will be prompted to review all pages of your application. If no updates/changes are necessary, you will be able to save and continue.**

**Applications in different job families (as in Administrative, Support Professional, Substitute, Volunteers or Contractors) may have less pages to complete.**

**You will need to complete any required fields that are marked with a red \*.**

**As you are working through the application make sure to save as draft if you need to step away. If you step away and the system times out you may lose items you have entered without saving.**

**At the end of each page you will need to click save and continue to move on to the next page. If there are missing required items you will be prompted to go back and complete these items before it will allow you to go to the next page.**

Review the **Statement of Truth** and click the **I Accept** button.



## Statement of Truth

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.]

I Accept

I Decline

After clicking the **I Accept** button the following page will be displayed.



[JOB SEARCH](#) [MY JOBPAGE](#)

Keyword  Location   [View All Jobs](#) [Advanced Search](#)

Job Openings 1 - 25 of 2505

**▼ Posting Date**

[Single-line ?](#)

**Sort by**

Posting Date ▼ Descending ▼

**Jobs available in:**

English (2505) ▼

**▼ Location**

**City**

LAS VEGAS (1780)

NORTH LAS VEGAS (454)

HENDERSON (203)

**Work Location**

CHEYENNE HS (27)

VALLEY HS (26)

[Show more...](#)

[See all locations](#)

**▼ Job Field**

Requisition Title - **[2024-2025 - AUTISM - SPRING VALLEY HS](#)**

Location - LAS VEGAS-SPRING VALLEY HS

Work Locations - 3750 SOUTH BUFFALO DRIVE, LAS VEGAS 89147

Posting Date - Feb 28, 2024

Unposting Date - Jun 30, 2024

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Requisition Title - **[TITLE I TEACHER/FAMILY ASSISTANT-SUNRISE ACRES ES](#)**

Location - LAS VEGAS-SUNRISE ACRES ES

You will notice your name in the upper right hand corner of the page. You are now in your Taleo Account.

Search for the requisition you want to apply for by using the available search, filter options or scroll the pages. **Please note:** When using the search option the system only returns the first 10 results. If you are not finding what you are looking for you may need to add to or refine your search criteria. As in Valley High School. If you only type in valley you will not see the High School

[JOB SEARCH](#) [MY JOBPAGE](#)

Keyword  Location   [View All Jobs](#) [Advanced Search](#)

Job Openings

**▼ Posting Date**

[Single-line ?](#)

**Sort by**

Posting Date ▼ Descending ▼

**Jobs available in:**

English (2505) ▼

**▼ Location**

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Adding to the search gives additional results.

The screenshot shows a job search interface with a blue header. On the left, there are links for 'JOB SEARCH' and 'MY JOBPAGE'. Below these are input fields for 'Keyword' and 'Location'. The 'Location' field contains 'valley h' and a red search button is to its right. A dropdown menu is open below the 'Location' field, listing several school locations: MOAPA VALLEY HS, OVERTON; SANDY VALLEY MS/HS, SANDY VALLEY; SPRING VALLEY HS SUMMERDAY, LAS VEGAS; SPRING VALLEY HS, LAS VEGAS; VALLEY HS, LAS VEGAS; and VIRGIN VALLEY HS, MESQUITE. To the right of the dropdown, there is a link 'View All Jobs Advanced Search' and a 'Single-line ?' link. Below the search fields, there are sections for 'Job Openings', 'Posting Date' (with a dropdown arrow), and 'Sort by' (with a dropdown arrow). A 'Location' link is also visible at the bottom left.

From the list of positions you can click the red **Apply** button to go directly to the application.

If you would like additional information about the job, you can click on any Requisition Title and the following page will be displayed.

The screenshot shows a job requisition page with a blue header. On the left, there are links for 'JOB SEARCH' and 'MY JOBPAGE'. Below these are buttons for 'Basic Search' and 'Advanced Search'. A link 'Return to the home page' is located below the search buttons. Two buttons are visible: 'Apply Online' and 'Add to My Job Cart'. The main content area features the title '2024-2025 - AUTISM - SPRING VALLEY HS' followed by the requisition number '- (2400022X)'. Below the title, the position is described as 'Autism teaching position for the 2024-2025 school year.' with 'Months: 9' and 'Hours: 7.18'. A URL is provided: [https://www.ccsd.net/employees/resources/pdf/desc/tp/special\\_education\\_generalist\\_self\\_contained.pdf](https://www.ccsd.net/employees/resources/pdf/desc/tp/special_education_generalist_self_contained.pdf). Further down, the 'Primary Location' is listed as 'LAS VEGAS', 'Work Locations' as 'SPRING VALLEY HS 3750 SOUTH BUFFALO DRIVE LAS VEGAS 89147', and the 'Job' as 'SPED Teacher'. The 'Organization' is 'Region Two', and the job is 'Full-time', 'Day Job'. The 'Job Posting' date is 'Feb 28, 2024, 7:32:43 AM' and the 'Unposting Date' is 'Jun 30, 2024, 11:59:00 PM'. At the bottom, there are two buttons: 'Apply Online' and 'Add to My Job Cart'.

This page will provide you with a link to the job description along with details about the position.

Click on the Apply Online button to apply for the job.

Click on the Add to My Job Cart to save the job and apply later.

If you click on the Apply Online button the following page will be displayed.

You can choose to use the **Resume Upload** option or **Save and Continue** to the next page. If using the resume upload option, make sure you are using a current updated resume. This step is not required.

1 Resume Upload   2 [Personal Information](#)   3 [General Questions](#)   4 Job Specific Questions   5 Education   6 Employment History   7 Certifications and Licenses   8 File Attachments   9 eSignature   10 Review and Submit

Save and Continue

Save as Draft

## Resume Upload

### Resume Upload

You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a resume, you will need to fill out the online submission manually.

- I do not want to upload a resume.
- I want to upload a resume.

Select the resume file to upload

[Choose 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.

Save and Continue

Save as Draft

The next page is your **Personal Information**.

Save and Continue

Save as Draft

## Personal Information

### Personal Information

Please enter all relevant personal information in the fields below.

First Name*	Middle Name	Last Name*
<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Sample"/>
Street Address (line 1)*		
<input type="text" value="5109 Main St"/>		
Address (line 2)		
<input type="text"/>		
City*	Zip/Postal Code*	
<input type="text" value="Las Vegas"/>	<input type="text" value="89130"/>	

### Job Posting Notification

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

Send an email notification whenever a new position matching this profile is posted.

Save and Continue

Save as Draft

The next page is **General Questions**. You will need to answer all of the questions as accurately as possible. Depending on how you answer some questions, additional questions may appear.



# General Questions

## Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

1. Are you a J1 Visa candidate?\*

- Yes
- No

2. Are you a retired CCSD employee or have previously retired from any Nevada PERS position? As a NV PERS retiree, it is your responsibility to be aware of the PERS Reemployment guidelines and understand that you are responsible for contacting PERS prior to returning to work with a Nevada PERS employer and that you are responsible for adhering to the guidelines set by PERS for retirement and CLS eligibility, and for notifying PERS that you have returned to work. \*

- Yes
- No

3. Are you a retiree returning to CCSD under Critical Labor Shortage (CLS)? Copy and paste this link, <https://forms.gle/haQT3tjTLFK2prDY8>, into your browser to request VERY IMPORTANT CLS information from CCSD. It is your responsibility to be aware of the PERS reemployment guidelines. \*

- Yes
- No

**There are several questions on this page. At the end of the page you will see the same options as the previous pages to save and continue or save as draft.**

Please note the **Job Specific Questions** page will disappear when any job specific questions are answered and the questions will be found on the **General Questions page**.

The next page is **Education**.

Please note when entering your education...Start with the newest and most relevant information first



## Education

### Education

List the educational experiences below, starting with the most relevant education.

#### Education 1

Institution\*

Program\*

Education Level\*

Start Date

Graduation Date

Anticipated Graduation Date

Remove Education

Add Education



Click **Add Education** to get an additional page to add additional education. You may need to type Institution Name if not already pre populated.

The next page will be for **Employment History**.

Please review carefully and complete all required fields with the most current and relevant information first.

Progress bar with 9 steps: 1 Resume Upload, 2 Personal Information, 3 General Questions, 4 Education, 5 Employment History (active), 6 Certifications and Licenses, 7 File Attachments, 8 eSignature, 9 Review and Submit.

Buttons: Save and Continue (red), Save as Draft (grey).

## Employment History

### Work Experience

List the work experiences below, starting with the most relevant one.

#### Work Experience 1

Employer\*   Job Title

Current Job May we contact your current employer?   
 Yes - You MAY contact my current employer

NOTE: If I select NO, I acknowledge that I understand that I may be asked to provide additional information such as evaluations for verification of employment. This option is only available for a candidate's current employer.

Start Date  End Date   
Month  Year  Month  Year

Duties\*

Reason for Leaving\*   
Please provide reason for leaving this job

Please list your supervisor's name and email address and ensure all contact information is accurate, including email addresses. Our references are electronic; they are sent and returned via email. Not listing your current/most recent supervisors and/or not providing accurate contact information will result in either delaying or not processing your application.

Supervisor's Name\*  Supervisor's Title\*   
Supervisor's Phone\*  Supervisor's Email\*

If this work experience involved direct interaction with children, please provide the name of the Chief Human Resources Officer and a contact email for that person. If you are a current or previous employee of CCSO, please enter "N/A" in the Human Resources Officer Name and Email fields below. Please contact your references to notify them that they will be receiving an email with a link to the confidential reference form.

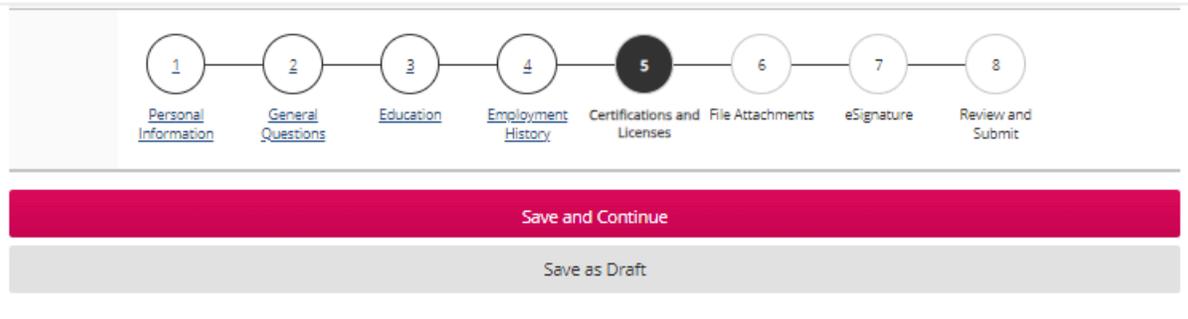
This position involved working with children\*

Human Resources Officer Name\*  Human Resources Officer Email\*   
Enter N/A if you have selected No to working with children

Buttons: Save and Continue (red), Save as Draft (grey).

Click **Add Work Experience** to get an additional page to add additional work experience.

The next page is **Certifications and Licenses**.



1 Personal Information

2 General Questions

3 Education

4 Employment History

5 Certifications and Licenses

6 File Attachments

7 eSignature

8 Review and Submit

Save and Continue

Save as Draft

## Certifications and Licenses

### Certifications

Start by entering the most relevant certification and continue adding certifications until you have entered all that you feel are important to disclose for this job. Do not list expired certifications.

#### Certification 1

Certification

Select

Issuing Organization

Number/ID

Issue Date

Month ▼ Year ▼

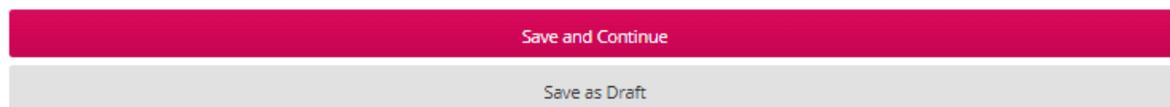
Expiration Date

Month ▼ Year ▼

*If this certification will be received in the future, enter the expected issuing date.*

Remove Certification

Add Certification

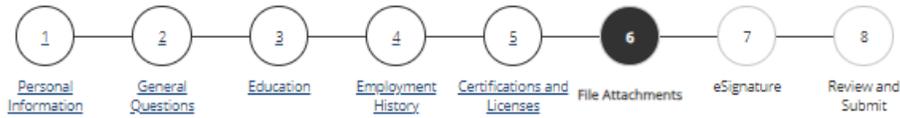


Save and Continue

Save as Draft

Click **Add Certification** to get an additional page to add additional certifications or licenses.

The next page is **File Attachments**. Please review additional directions and notes on this page.



Save and Continue

Save as Draft

## File Attachments

Your application review will be delayed, or not occur, if you do not upload the required items listed below.

### Directions:

- Attachments must be added one at a time
- To upload your first attachment, click "Add" button and follow the directions
- To add multiple attachments, repeat this process
- Be sure to title your attachments appropriately as you attach them
- Documents cannot exceed 1024 KB
- You may upload up to 10 documents, it is recommended that multiple documents related to the same topic or issue be combined into a single document.

**Note:** Please save and attach your document(s) as a PDF when possible.

**PLEASE NOTE:** If you intend for a hiring manager to view the attached file, be certain to select the "Relevant" check box next to the file prior to your submission.

## Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

No file chosen

Comments about the file

This section displays basic information regarding the files attached to the candidate record.

You can delete some or all the files.

The "Relevant Files" column allows you to select the files relevant to this job submission.

Also, please indicate which of the attached documents is your Resume.

Relevant Files	Resume	File Name	Date	Comments	Actions
No files are attached.					

Save and Continue

Save as Draft

The next page is **eSignature**. Please note you are entering your full name in the eSignature field.



1 Personal Information

2 General Questions

3 Education

4 Employment History

5 Certifications and Licenses

6 File Attachments

7 eSignature

8 Review and Submit

Save and Continue

Save as Draft

## eSignature

### eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

Select a language

English ▼

\* As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (C.F.R.) Section 50.12, among other authorities.

1. You are hereby notified by the Clark County School District that your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI) and the State of Nevada.
2. Authority: The Clark County School District must comply with the fingerprint and background check requirements of Nevada Revised Statutes (N.R.S.) 391.104. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include federal statutes, state statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.
3. Principal Purpose: Certain determinations, such as employment, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI and/or the Central Repository for Nevada Records of Criminal History may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.
4. Privacy: Upon the completion of this application and fingerprint process, your fingerprints and associated information/biometrics may be retained by the FBI and/or the Central Repository for Nevada Records of Criminal History for law enforcement purposes.

#### Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement.

Please signify your acceptance by entering the information requested in the fields below.

Please enter your full name:\*



Save and Continue

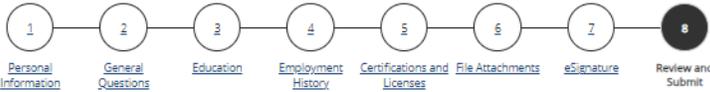
Save as Draft

This last page **Review and Submit** will allow you to review your information and edit where the edit link is displayed.



[JOB SEARCH](#) [MY JOBPAGE](#)

Applying for: 2024-2025 - AUTISM - SPRING VALLEY HS (Job Number: 2400022X)



Submit

Save as Draft

## Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

### Personal Information | [Edit](#)

Personal Information

### General Questions | [Edit](#)

Questionnaire

### Education | [Edit](#)

Education

### Employment History | [Edit](#)

Work Experience

### Certifications and Licenses | [Edit](#)

Certifications

### File Attachments | [Edit](#)

Attachments

### eSignature | [Edit](#)

eSignature

Submit

Save as Draft

At this point you still have the option to save as draft or submit. Submitting sends your application for processing with Human Resources.

Once you have submitted your application the following page will be displayed.

## Thank You

### Process completed

Thank you for your job application. If your profile meets the requirements, a member of our team will contact you.

We invite you to view the available job openings and to further explore the functionalities of your account.

[View My Submissions](#)