

Guide to completing the online Volunteer application

Useful tips for completing your application online:

- ✓ The volunteer will need a personal email address to start the application process.
- ✓ Click the "next page" arrow on the bottom right hand corner of the screen to go to the next page.
- ✓ Click "submit application" when you are done.
- ✓ Volunteer can check volunteer status with preferred campus within 3-4 business days after submission.
- ✓ The volunteer must complete any application(s) for employment if they have started one before they can complete the volunteer application.

1. At the district's homepage (www.hcsid.org) click on the employment tab.



2. Next click on the link titled "Click here to be an HCISD volunteer"

Apply to become a future HCISD Employee!

- New to HCISD
- Organizational Development Team
- Talent Acquisition and Development
 - Talent Acquisition and Development Team
- Employment
- About HCISD
- Asst Superintendent for Human Services
- Director of Human Resources

For All Professional Openings, Apply Here.
Click the link above to apply for the 2015-2016 school year.

For All Other Openings, Apply Here.
Click the link above to apply for current openings.

To be a HCISD volunteer, apply here
Click the link above to apply for volunteer openings.

3. Next, click on the orange tab titled "Apply"

Harlingen C.I.S.D. Volunteers 2015-2016- 1st semester JobID: 221 **Apply**

Position Type: Volunteers

Date Posted: 8/4/2015

Location: HCISD

Date Available: 08/10/2015

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Become a Harlingen C.I.S.D. volunteer!

Harlingen C.I.S.D. offers a variety of ways for parents and the community to get involved in our District. Committing to be a volunteer will give you an opportunity to become better acquainted with your child's classroom and experience life at HCISD. Our volunteers are an important part of the HCISD family and culture, and

4. Please read the application process. Then select "start" to begin the process.

Welcome, New Applicant!

Please start your application with Harlingen CISD.

Harlingen CISD does not discriminate on the basis of race, color, national origin, age, religion, sex, disability, or any other legally protected status in employment or provision of services, programs, or activities. The district is required by Texas Education Code to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. Confidential information that you provide in this application, including information about age, gender, and ethnicity will not be used to determine eligibility for employment, but will be used solely for the purpose of obtaining criminal history information. Criminal history information is for District and Texas Education Agency use only. HARLINGEN CISD IS AN EQUAL OPPORTUNITY EMPLOYER.

Please carefully review the following information regarding our online application process:

- You are allowed to complete the application in several steps. You do not have to complete all the steps in a single session. You can complete them at different times, even on different days.

Activities for you:



START
begin the process



LOGIN
to existing account




IMPORT
from another account

5. You will be directed to the application process after this step. Fields marked with a blue arrow (➡) are required fields.

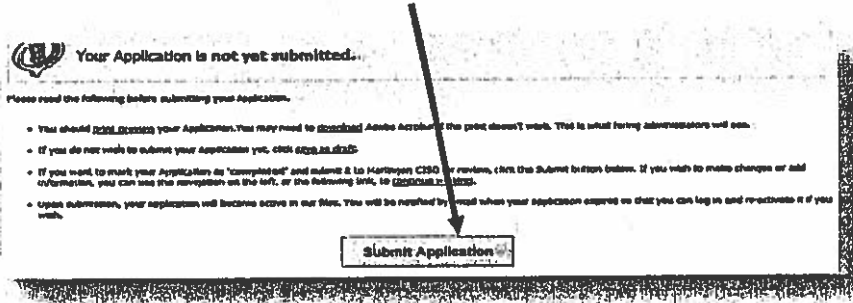
6. Click on the  button located on the lower right side of the screen to continue.

7. The following pages are required.

These pages will appear as you complete the required fields and click the  button.



8. Be sure to submit the application at the end of the process.



9. send a quick
email to ruben.reyes@hcisd.org
that you submitted the application.

Thanks!