

## REQUEST FOR PLACEMENT IN A QUALIFIED SELECTION POOL (QSP)

CURRENT POSITION: \_\_\_\_\_ WORK LOC #: \_\_\_\_\_

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

CITY-STATE-ZIP: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

To: Support Staff Personnel (Loc.# 032), Human Resources Division  
 Subj: Request for placement in a Qualified Selection Pool (QSP)

I have reviewed the position description in the CCSD classification manual for the following requested position(s) and I meet the required qualifications. **I understand this request will not be processed if required documentation is not attached to this request.** Note: No e-mails. This request must be hand delivered, sent through U.S. mail, or school mail if you are a local applicant. Rural (Blue Diamond, Laughlin, Mesquite, etc.) applicants **ONLY** may fax this form and required documentation to (702) 799-1141. You must be in the appropriate Qualified Selection Pool prior to the advertisement closing date on the vacancy to be considered. Retain a copy of this document for your files. For **additional** important information please read reverse side of this form.

	POSITION TITLE	POSITION CODE
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

I UNDERSTAND THIS DOCUMENT MAY NOT BE PROCESSED FOR TEN (10) WORKING DAYS.

EMPLOYEE SIGNATURE: \_\_\_\_\_

(HUMAN RESOURCES USE ONLY)

	APPROVED	DISAPPROVED	REASON CODE	INITIALS
<b>POSITION 1</b>				
<b>POSITION 2</b>				
<b>POSITION 3</b>				
<b>POSITION 4</b>				
<b>POSITION 5</b>				

REASON CODES: 1: CPR 2: DMV PRINTOUT 3: EXPERIENCE 4: FIRST AID

5: CERTIFICATIONS: \_\_\_\_\_

6: OTHER : \_\_\_\_\_

AUTHORIZING SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

## QUALIFIED SELECTION POOL (QSP) INSTRUCTIONS

1. Review the job description.
  - Job descriptions can be found in the yellow Classification Manual located at each site or they can also be accessed on the web site at [www.ccsd.net/jobs](http://www.ccsd.net/jobs).
2. Submit completed Request for Placement in a Qualified Selection Pool (QSP) form and supporting documents to Support Staff Personnel in person, by U.S. mail, or by school mail if you are a local applicant. Rural (Blue Diamond, Laughlin, Mesquite, etc.) applicants ONLY may fax this form and required documentation to (702) 799-1141. QSP form and supporting documents must be received prior to the advertisement closing date on the vacancy to be considered.
  - A QSP form submitted without supporting documents cannot be processed.
  - **If you are applying for a position that requires a Nevada driver's license, you must supply a current DMV print out of your driving history. Print outs are accepted for 6 months from the date obtained.**
  - An employee who does not satisfactorily complete his/her initial probationary period or who separates service from the district will have his/her name removed from all eligibility lists.
  - An employee/applicant who is dismissed/terminated from employment, resigns in-lieu of discipline, or is disqualified from employment may not reapply for any position for three (3) years from the date of separation.
  - Please allow ten days for the processing of your request.
  - Retain a copy of this document for your files.

### Applying for Open Positions

- Openings in the school district are advertised via e-mail and are posted at all CCSD locations. A complete listing is also available on the web site at [www.ccsd.net/jobs](http://www.ccsd.net/jobs). and on our 24-hour hotline at 799-5200.
- **Do not apply for a position if you are not on the eligibility list prior to the closing of the posted advertisement.**
- It is recommended that vacancies be checked several times per week.

Clark County School District  
Support Staff Personnel

**GUIDELINES FOR TYPING CERTIFICATION**

The following guidelines are provided to employees and applicants when a typing test is required:

In order for your application or QSP request to be considered by the Clark County School District, certified test results must conform to the following criteria:

- must be on testing agency's official form or letterhead;
- must be an original certification;
- must be dated and cannot be more than six months old;
- must be proctored by authorized personnel;
- must be signed by a person authorized to do such testing;
- must say that the duration of the test was five (5) minutes;
- must list the gross number of words typed per minute; and
- must list number of errors, no more than five (5) errors will be accepted.

The typing test may be administered on a typewriter or computer. To achieve net score, we multiply gross words by five, multiply errors by 2, subtract errors from the gross, and then divide by 5.

Note: We will compute your net typing speed based on the certificate you provide. Our formula for determining net speed is not always the same as the testing agency's. The standard accepted test score is no more than five (5) errors on a five-minute test. The test submitted must list the number of gross words typed in order for us to compute using this formula.

Most large employment agencies charge a fee, between \$5 and \$15, for administering the test; however, they service their own clients first, and testing may not be available when you need it if you wait until the last minute. The Clark County School District does not endorse any particular agency or school for testing purposes. Consult the telephone directory for agencies.

Submit your typing certification to Support Staff Personnel along with your application or QSP form, before the closing date of the vacancy announcement.

Normal Hours of Operation: Monday through Friday, 7:00 A.M. to 5:00 P.M., excluding holidays  
Summer Hours of Operation: Monday through Friday, 7:00 A.M. to 4:00 P.M., excluding holidays

Location: Edward Greer Education Building  
2832 East Flamingo Road  
Las Vegas, NV 89121

Information line: 702-799-5328  
[www.ccsd.net/jobs](http://www.ccsd.net/jobs)

Typing guidelines as stated effective March 18, 2004