

WFISD Volunteer Application Step-by-Step Instructions

- From Band website, www.wfhsbigred.com, click on WFISD Volunteer Form link on right side of home page beside calendar.
- If you volunteered last year and completed your application after October 2012, log on as **Existing Applicant** on the right side of the screen. Follow instructions to renew your volunteer clearance for this year.
- If you are a new volunteer or completed your previous application before October 2012, click on **Search Current Job Openings**, located on the left side of the screen.
- Click **“here”** to be directed to online application
- Click **View Current Job Openings**
- Choose the **Volunteer** box
- Click **Search for Posted Positions**, located in the middle of the screen.
- Click on the **square box next to the word Volunteer**
- Click **Apply for Selected Position** on the right side of the screen.
- Enter an **Existing username and password** or **Create a new profile** by filling out the information. Your username and password can be whatever you choose.
- Once you have logged on, complete the **Contact Information and Conditions of Employment** along with any other questions asked. All categories must say completed before you may submit your application.
- Click on the **Submit to HR** button on the right side of screen.

You should receive an e-mail shortly thanking you for submitting your application. Once the background check has been completed, you will receive another e-mail.

If you need further assistance navigating this process please call WFISD Human Resources, Colleen Ward at 940-235-1000.