



CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

James T. Perry Administration Center • 1525 West Frye Road • Chandler, AZ 85224
(480) 812-7000 • FAX: (480) 224-9353

"Dedicated to Excellence"

Franklin R. Narducci, Superintendent

Dear Potential Fieldtrip Volunteer,

Thank you for taking the time to volunteer for one of our school sites in the Chandler Unified School District! We appreciate your patience while we go through the process of approving your participation in an overnight fieldtrip with our students. Please follow the link below to our applicant tracking system. This will allow you to set up an account and complete a very short form to get the process started. Once we receive your form and notification from the school site that you will be a potential fieldtrip volunteer, we will send you a link that will have you complete some general information for us to send through the verification process. Once this process is completed and approved, the school site will receive an approval for you to attend the fieldtrip. This process can take up to two weeks or more depending on the time needed to run your backgrounding.

If you have any questions about the fieldtrip, please contact the site/teacher that is in charge as we do not have details concerning the trips. If you are experiencing trouble with the application system, please call 1-877-974-7437 for assistance. We do not have access to log in and password information. If there is an issue concerning your backgrounding, a representative from Human Resources will contact you to discuss.

<https://chandler.tedk12.com/hire/index.aspx>

- Once you click on the link above, it will take you to the job listing page
- Find the job posting for Tier III Volunteer and to the right of the posting you will see a button that says Apply, please click this and begin creating an account
- Once your account is created, you will apply for the Tier III Volunteer position
- Once submitted, we will receive notification from the school site that you are being recommended as a volunteer
- We will send you a link to "Verified First" to put in your information
- When we receive notification that you have completed this, we will process your background verification
- The school site will be notified of your approval or an HR representative will contact you if additional information is needed

We appreciate your patience during this process. Thank you for your time and willingness to participate in a fieldtrip with our students.

Kathleen M Jett

Director of Talent Management
Chandler Unified School District