

Thank you for your interest in volunteering at one or more of our schools! If you are a **NEW VOLUNTEER** read below to begin your volunteer application.

NEW VOLUNTEER

To begin, please complete the simple online volunteer screening application which will only take a few minutes. Click the “New Volunteer” link, then click Start to begin your volunteer application.

Page 1 – Enter Name, email, password, and security question, then click

Next Page

Fields preceded by a red asterisk (*) are required.

Please enter all required information.

Please enter your **FULL MIDDLE NAME**.

Name:

(Title) * (First) * (Middle Name) * (Last) (Suffix)

Other name under which transcripts, certificates, and former applications may be listed:

Other:

(Title) (First) (Middle Name) (Last) (Suffix)

The following information is needed for you to continue your application at a later date.

- Your email address will be used to communicate with you.
(be sure to use your full Internet email address ex: jean@aol.com)
- Your password prevents others from viewing your application. Choose any password you would like. By assigning your application a password you will be able to stop and continue the application process at any step. You can return to complete an application up to 25 days later by clicking "Continue/modify my application for employment" and then entering your email address and password.
- If you do not have an email address, click here to sign up for a free account with [yahoo mail](mailto:yahoo).

* Email Address:

* Confirm Email:

* Password:

* Confirm Password:

* Secret Question:

* Secret Answer:

Page 2 – KPBSD Employee Transfer Status – read the question and answer appropriately.

Please enter all required information.

Kenai Peninsula Borough School District (KPBSD) Employee Transfer Status

Are you currently a KPBSD teacher applying for another teaching position; or
A KPBSD support employee applying for another support position; or
A KPBSD administrator applying for another administrator position

No
 Yes

KPBSD employees include Certified Contract Teachers, Administrators, and Support Personnel working under a Personnel Action Form. All other applicants are not considered current employees. (EG: Substitutes, Co-Curricular (Coaches), Lifeguards, etc.)

This selection determines what application pages are presented and how your application is reviewed. If you are uncertain of your current employment status, please contact Kenai Peninsula Borough School District.

Page 3 – Enter Address, then click

Next Page

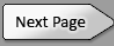
Fields preceded by a red asterisk (*) are required.

Please list your mailing address.

* Permanent Address	Present Address
Number & Street: <input type="text"/>	Number & Street: <input type="text"/>
Apt. Number: <input type="text"/>	Apt. Number: <input type="text"/>
City: <input type="text"/>	City: <input type="text"/>
State/Province: <input type="text"/>	State/Province: <input type="text"/>
Zip/Postal Code: <input type="text"/>	Zip/Postal Code: <input type="text"/>
Country: <input type="text"/>	Country: <input type="text"/>
Home Phone: <input type="text"/>	Phone Number: <input type="text"/>
Cell Phone: <input type="text"/>	
	Until what date?: <input type="text"/>

Page 4 – Vacancy Desired – scroll down to Volunteer Screening Process and click in the box next to each school you would like to volunteer at.

Then click

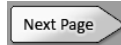


Volunteer Screening Process

Volunteer Screening Process

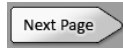
- [JobID 1648: Volunteer - Aurora Borealis Charter School](#)
Location: Aurora Borealis Charter School - Kenai Area
- [JobID 1650: Volunteer - Chapman School](#)
Location: Chapman School - Anchor Point Area
- [JobID 1928: Volunteer - Connections Program \(Homer Area\)](#)
Location: Connections Program - Homer Area
- [JobID 1929: Volunteer - Connections Program \(Seward Area\)](#)
Location: Connections Program - Seward Area
- [JobID 1685: Volunteer - Connections Program \(Soldotna Area\)](#)
Location: Connections Program - Soldotna Area
- [JobID 1651: Volunteer - Cooper Landing School](#)
Location: Cooper Landing School - Cooper Landing Area
- [JobID 1652: Volunteer - Fireweed Academy](#)
Location: Fireweed Academy - Homer Area
- [JobID 1653: Volunteer - Homer Flex School](#)
Location: Homer Flex School - Homer Area
- [JobID 1654: Volunteer - Homer High School](#)
Location: Homer High School - Homer Area

Page 6 – Public Information – Read and then click



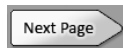
Page 7 – Volunteer Areas of Interest - Click on the Areas, days and time you would like to volunteer.

Then click

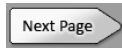


Page 8 – Volunteer Confidentiality Statement – Read and click on I agree after each statement.

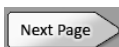
Then click



Page 9 – Minor Consent – If you are 17 or younger, print the Minor Consent Form and return it to KPBSD District Office. If you are 18 or older, disregard this page and click



Page 10 - SSN & DOB – Fill in the fields and then click



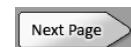
Fields preceded by a red asterisk (*) are required.

Your social security number and date of birth will remain confidential and will only be used to secure background checks.

* Social Security Number	<input type="text"/>
* Date of Birth (please enter in the following format: MM/DD/YYYY)	<input type="text"/>
* Drivers License Number	<input type="text"/>
* Drivers License State	<input type="text"/>

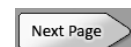
Page 11 – Disclosure Regarding Background Investigation – Read the document, click I agree, type your name in the box provided and then click on the words “Click to Digitally Sign”.

Then click



Page 12 – Legal Information – Read the document and click on the appropriate yes or no answers.

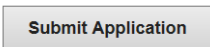
Then click



Page 13 – Confirmation Page – If you have completed each field you will see



Click on the



Link, it will ask you if you are sure you want to submit your application? Click “OK”.

You will then be brought to the Finished screen, click Close and Log Off.

If you did not complete a field an error message will appear with a link to the page for you to correct the error.

There are omissions that prevent submission of your application. You must correct the following errors before you can submit your application.

Tip: After you correct the errors on a page use the "finish" button at the bottom of the window to return here.

Type	Message
Error:	<ul style="list-style-type: none">• The response to, "Social Security Number" is missing.• The response to, "Drivers License Number" is missing. <p>[Go to the SSN & DOB step]</p>

You will also receive an email from Pre-employ, Inc. (our background check provider). This email is to notify you that a background check is being run and provide you with the link to Pre-employ if you wish to see the background check results.

Example:



PERSONAL & CONFIDENTIAL

8/12/16

Case Number: 1254565487

Dear _____,

[Pre-employ.com](http://pre-employ.com) is pleased to be working with you to most accurately complete your background check that was requested by Kenai Peninsula Borough School District. You can log in directly to your view of the background check by visiting https://preemploymbc.force.com/mybackgroundcheck/login?c=LfqISNG6FmU1.dNfsx2.2GGflkDtlp8wpeespJMMo6JsuACUBRGqDgdgZ86XstA4n3EQQ9GPR_ocwTHZ1jdeWxHtEIKAXwZLtzaVt0mNGCHLe6OiWgU6E5_faTJfmopAMiZsng7

