



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Human Resources Department

148 North Binkley Street Soldotna, Alaska 99669  
Phone (907) 714-8888 Fax (907) 262-9645

## NEW PROCESS FOR RETURNING SUBSTITUTES

1. To return to KPBSD as a substitute for the 2017-18 school year, you will need to submit a KPBSD online application for JobID 5626, Returning Subs & Temps. Go to <http://bit.ly/ReturningSubsAndTemps> and click  next to Job ID 5626.

2. If you do not have a current application on file, select



- If you do have a current application on file, select



3. Start/Edit the application. In the Vacancy Desired section, scroll down to JobID 5626 Returning Subs & Temps and put a check mark in the box. Continue to complete all pages.

\*\*Please note that if you select any other job vacancy or position (other than Returning Sub or Volunteer), additional pages will be added to your application and the completion time will increase.

4. When you reach the Confirmation page, click

 Submit Application

## Frequently Asked Questions

### **"I don't have an application on file. Will I have to complete a whole new application?"**

You will need to start from the beginning and create a new application. This is a *very* short application and should take 5-10 minutes to complete.

### **"Ok, I applied! Am I all set to sub?"**

Once your application is submitted, you will receive an email regarding any additional paperwork, training, physical, or certificate requirements that you may need to complete. You will be notified that you are active on the 2017-18 sub list via an Absence Management (AESOP) email containing your login information.

### **"I have a phone/email/address change."**

Please verify that your personal information in your application is correct before your submit it. If the change occurs after you have submitted your application, please notify Kristen Vix at [kvix@kpbsd.org](mailto:kvix@kpbsd.org).

Questions? Please call Human Resources at (907) 714-8888.