



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street  
Phone (907) 714-8888

Soldotna, Alaska 99669-7553  
Fax (907) 262-9645

## Returning Volunteer Instructions

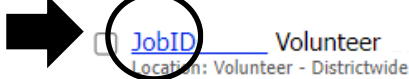
### Click [HERE](#) to reapply.

1. Click "Apply".
2. Click "Log In" located on the right side, then enter your email and password. For an email and/or password reminder, please call 907-714-8888 for assistance. Do not start a new application.
3. Click "Edit" located on the right side, review your information and update as needed. In the Vacancy Desired section, scroll down to the Volunteer JobID and verify that the box is checked:

Location: Volunteer - Districtwide

#### Volunteer Screening Process

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You will be asked how many years of experience you have in similar positions, select an option from the drop down box.

How many years of experience do you have in similar positions?

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

4. Disclosure Background Investigation- you will need to electronically sign the new disclosure, to do so type your legal name and "Click to Digitally Sign."
5. When you reach the Confirmation page, click "Submit Application." You will receive an email from mailbot@applitrack.com confirming your volunteer application has been submitted.

The District will initiate an annual background check through JD Palatine LLC (JDP) and its affiliates. You will receive a notification email from JDP indicating that KPBSD has started this process; no action is required from you upon receiving this email. Once your application and background check have been reviewed by Human Resources, you will receive an email from KPBSD confirming your volunteer status.

If you need further assistance, please email [teach@kpbsd.org](mailto:teach@kpbsd.org) or call 907-714-8888.