



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street
Phone (907) 714-8888

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


New Volunteer Instructions

Click [HERE](#) to apply.

1. Click "Apply".
2. Click "Start" located on the right side. Enter your name, password, and security question.
3. Click "Next Page" in the bottom right corner to navigate through the application pages.
4. When you reach the Vacancy Desired page, scroll down to the Volunteer section and verify that the box is checked:

Volunteer Screening Process

Volunteer Screening Process

 [JobID](#) Volunteer
Location: Volunteer - Districtwide

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.

5. When you reach the Confirmation page, click "Submit Application."
If you receive an error message, click the "Go to" link(s), correct the error(s), and continue to submit application.

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
Attention Needed:	<ul style="list-style-type: none"> • Social Security Number required • Date of Birth (please enter in the following format: MM/DD/YYYY) required • Driver's License Number required • Driver's License State required • [Go to the SSN & DOB step.]

Once you have successfully submitted your 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 utilizing Pre-Employ, Inc. This email is informational and does not require an action from you. Once your background check is cleared, you will receive an email regarding your volunteer approval.

If you need further assistance, please email teach@kpbsd.org or call 907-714-8888.