



## HUMAN RESOURCES DEPARTMENT

*Mission: Mat-Su Borough School District prepares students for success*

### **SUBSTITUTE APPLICATION CHECKLIST**

**PLEASE NOTE:** Applicant must be a high school graduate or have completed his/her GED to qualify for a substitute position with the District. The District reserves the right to request supporting documentation indicating this status. All substitutes are "at will", on call, temporary employees, and are not guaranteed any work. This publication is not intended to form an agreement or contract of any kind between Matanuska-Susitna Borough School District and its substitute employees. This application in no way alters the "at will" employment of substitute employees. Please check to see that you have completed all of the following required items before returning to the Human Resources Department.

#### **REQUIRED INFORMATION**

- Completed Application
- Substitute Action Form
- State of Alaska Supplemental Annuity Plan Beneficiary Designation Form SSA-1945 (Not Covered by Social Security Form)
- I-9 Form. Have acceptable identification available; see I-9 form for list. (Example: driver's license AND social security card).
- W-4 Form
- Direct Deposit Form; Voided check or pre-printed documentation from financial institution is required to be attached. Deposit slips are not accepted.
- Substitute Interview Form; must have completed an interview with appropriate District Administrator based on subbing area prior to submission of application.
- Fingerprinting Form; a list of recommended fingerprinting service providers is enclosed in the application.
- Electronic Information Resources Contract
- Terms of Employment & Receipt of Policy Form (to be signed upon submission of application).
- Interested Person Report from Alaska State Troopers located at:  
453 South Valley Way, Palmer, AK 99645 Hours: Monday - Friday 7:30 AM – 4:30 PM  
To obtain you will need: Alaska Drivers License or Alaska ID Card and \$20.00 processing fee (cash or check only, payable to the State of Alaska).

#### **OPTIONAL INFORMATION**

- Transcripts stating conferred date of Bachelors degree or Alaska Teaching Certificate (to receive the higher rate of pay).  
Note: Diplomas are not acceptable.
- Certificate of Substitute Diploma
- Equal Employment Opportunity Survey
- 403 B Tax Shelter Annuity Election Form  
(Only available if you have a current account)

Additional information for subbing in specialized areas:

- Copy of Alaska Teacher Certificate (long term sub for certified teachers only).
- Copy of commercial driver's license and current driving record (drivers only).
- Contact made with Nutrition Services 861-5100 (food service only).
- Interview with Health Services and copy of RN license (nurses only).
- Interview with a supervisor of Operations and maintenance for Custodial Subs.