



## Student Activities: Certified Adult Worker Application Checklist

Print Form

Human Resources  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
(907)761-4357

**Special Instructions:** All Student Activities Adult Workers are considered "at will," on call, and temporary employees. They are not guaranteed any work. This publication is not intended to form an agreement or contract of any kind between the Mat-Su Borough School District and its temporary employees. This application in no way alters the "at will" employment of temporary employees.

**Please verify that you have completed all of the following required items before submitting your completed packet to Human Resources:**

\_\_\_\_\_ Please provide acceptable identification (such as a drivers license, Social Security Card, etc.)

\_\_\_\_\_ Completed Application

\_\_\_\_\_ Completed I-9 Form

\_\_\_\_\_ Completed W-4 Form

\_\_\_\_\_ Completed Direct Deposit Form (please attach a voided check to the back of the form)

\_\_\_\_\_ Interested Persons Report from the Alaska State Troopers. (This may be obtained from their office at 453 South Valley Way, Palmer, AK 99645. There is a \$20.00 cost for this report and is payable in cash or check only.)



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Employee ID \_\_\_\_\_

**Special Instructions:** Please include this in your completed application packet. Submit completed application packet to Human Resources.

Name (Last, First)  SSN  Age  Date of Birth

Mailing Address  Phone Number

Work to Perform  Site

Have you previously been employed by the Mat-Su Borough School District?  Yes  No

If yes, what position?

**Race, Ethnicity, and Gender Information:** This information is used for mandatory state reporting. Please select one.

	Male	Female
Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>
American Indian / Native America	<input type="checkbox"/>	<input type="checkbox"/>
Asian or Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>
African-American	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>

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*I have read the above statements and certify that I understand it. I hereby certify that the above statements are true and complete to the best of my knowledge and belief.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date