

Klawock School
Substitute and New Employee Application Documents

- ___ Application
- ___ Drug Free Certification
- ___ W-4
- ___ I-9 and Verification Documents *(must bring originals which will then be photocopied)*
- ___ If Certified Teacher – copy of current teacher certification
- ___ Staff Access
- ___ 403 (b) Acknowledgement
- ___ Driving Record Release
- ___ Post Hire Questionnaire *(can be completed on first day of work)*
- ___ ACA Marketplace Coverage
- ___ Background Check – Conducted by School District
- ___ Fingerprinting – by appointment with Craig Police Department – Tell Craig PD you are getting fingerprinting for subbing or applying for Klawock School and they may waive \$10 fee.

Please fill out all documents and return to Kori Kness. Incomplete packets will not be accepted.

**Timecards are available in the District Office. Come by the District Office the first time you sub to review timecard submission and pay periods.