



BECOMING A *STUDENT EMPLOYEE* FOR THE FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

NEW STUDENT PROCESS:

1. Complete an online application on the District website:
<http://www.k12northstar.org/departments/hr/jobs>.
2. Pre-register for and attend a **mandatory** Student Employee Orientation.
3. Submit the **completed** employment packet obtained at hiring location/school to the Human Resources Department.

RETURNING STUDENT PROCESS:

1. Verify they are an active employee in MUNIS. If so they are active until they graduated. If they are inactive they will need to complete the new student process.

ORIENTATION INFORMATION:

Orientations are scheduled as needed.

Orientations are held at 520 Fifth Avenue (FNSBSD Administration Center) on the 3rd floor. Call the Human Resources Department at (907) 452-2000 extension 11326 to **schedule** to attend a Student Employee Orientation. ***Pre-registration is required and orientation is mandatory.***

Please bring the following information to orientation in order to submit a **complete** employment packet:

- ✓ Appropriate identification for the I9 Form is **required**: This form is to prove you are eligible to work in the United States. <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.
- ✓ Voided check, or letter from bank/credit union with routing and account numbers to initiate direct deposit.