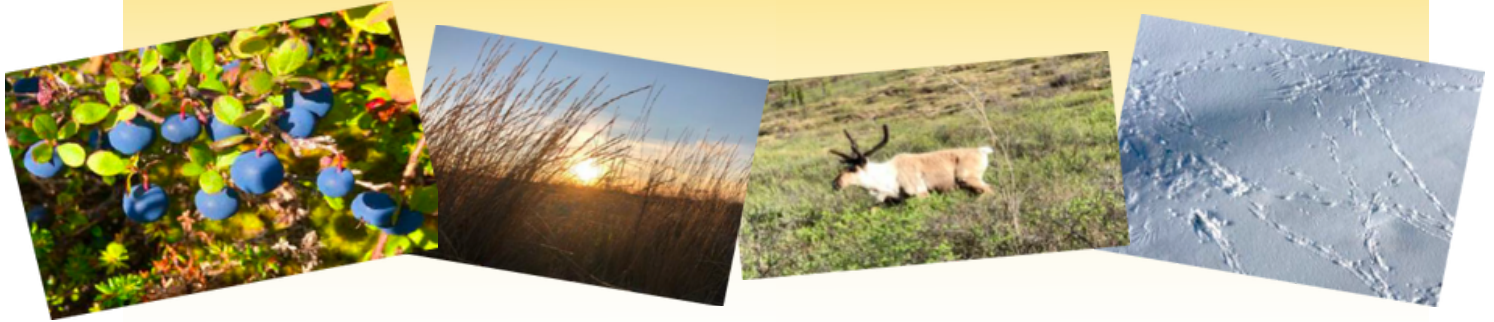


Temporary Hire Packet

Temporary Staff & EDC



Welcome to the Northwest Arctic Borough School District. This is where you will find all of the forms necessary to get you onboarded and on your way to a successful career in Northwest Alaska. Where possible, we have created a web form for you to complete online. In some instances, necessary paperwork requires a notary or wet-ink signature. In these instances, you will need to download and print the form to be completed off-line. Each is hyperlinked in the list below.

Employment & Deductions

- [NWABSD Beneficiary Designation](#)
This form designates your beneficiary for unpaid wages in the event of your death. You must designate a witness who can also sign digitally. You may also choose not to designate a beneficiary at this time.
- [I-9 Employment Eligibility](#)
Complete this form and electronically attach two proofs of identity from the identity options list on the form. You can attach scans, images, or documents.
- [W-4 Form](#)
This IRS form establishes your withholding level for tax purposes.
- [Direct Deposit Authorization](#)
Please make sure to attach a voided check or a bank-issued statement indicating your banking institution, name, account number and routing number.

Attestations & Acknowledgements

- [Attestations and Acknowledgement Forms](#)

Use this web based form to sign the following forms:

- Receipt of Negotiated Agreement
- Drug Free Workplace
- Acceptable Use Agreement
- Social Security Acknowledgement
- EEO Survey

Other Forms

- [Summer Contact Form](#)

