



KING'S CHRISTIAN SCHOOLS HAWAII

777 Maui Veterans Hwy. // Kahului HI 96732 // 808.871.7311

New Hire Instruction Sheet

Welcome to King's Christian Schools Hawai'i. In order to comply with various Federal and State tax and employment laws, please read the following and complete the necessary forms. If you have any questions, please ask your immediate supervisor first. If you have further questions please contact Human Resources at (808)871-2477.

COMPLETE THE FOLLOWING FORMS ENTIRELY FIRST:

<input type="checkbox"/> Application for Employment	Direct Deposit Authorization Form
<input type="checkbox"/> Application for Computer Account (if applicable)	Voided Check or Letter from Bank
<input type="checkbox"/> KC Disclosure Form	Safety Application Form for Volunteers & Employees
<input type="checkbox"/> Staff Information Worksheet	Transportation Drivers Application
<input type="checkbox"/> Notification of Cobra Rights	Personal Email:
<input type="checkbox"/> Employment verification	2 Letter Reference
<input type="checkbox"/> IRS W-4 Form	
<input type="checkbox"/> HW-4 State of Hawaii Form	
<input type="checkbox"/> Immigration and Naturalization Service Form I-9	
<input type="checkbox"/> State/DHS Finger print form	
<input type="checkbox"/> Payroll Change Form (top section only)	
<input type="checkbox"/> HMSA and/or Kaiser Enrollment Form (if applicable)	
<input type="checkbox"/> Employee Handbook (read and if any questions bring them up at the HR meeting)	

SCHEDULE AN APPOINTMENT WITH HUMAN RESOURCES AFTER ALL FORMS ARE COMPLETE. BRING THE FOLLOWING ITEMS WITH YOU TO THE MEETING:

- Completed Hire Forms
- Two Forms of ID (Please refer to the LISTS OF ACCEPTABLE DOCUMENTS; 1 from Section **A** or 1 from Section **B & C**)

OTHER INFORMATION:

Paychecks are available on the 15th and last day of the month (semi-monthly). If either of these days falls on a Saturday, Sunday or holiday, checks are available on the business day before.

Hourly employees should submit their time cards immediately to HR following the close of the pay period but no later than:

Pay Period	Last Day to Turn in Time Card	Paycheck Date
1 st – 15 th	22 nd of the Month	Last Day of the Month
16 th – 30 th /31 st	7 th of the Next Month	15 th of the Next Month

OFFICE USE ONLY:

- Official Hire Date:
- Date Forms Turned In:
- Other Comments/Notes:



**CHRISTIAN
SCHOOLS
HAWAII**

Teacher Application

Position desired _____ Full time _____ Part time _____

Application Date ____/____/____ Date Available ____/____/____

Your interest in King's Christian Schools Hawaii is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to our office. We will also contact all your references. If there is continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, exemplify Christ.

We look forward to receiving your initial application. Thank you for your interest in the ministry of King's Christian Schools Hawaii. It is our prayer that God will fulfill His Perfect Will in the lives of all applicants.

APPLICANT'S NAME AND ADDRESS

Full Name: Miss () Mrs. () Mr. () _____
First Middle Name Last

Present Address: _____
Number Street Apt #

City State Zip Code

How long have you lived at the above address? _____

Permanent Address: _____
Number Street Apt #

City State Zip Code

Phone: (Primary) _____ (Other) _____
E-Mail _____

PERSONAL INFORMATION

Marital Single _____ Engaged _____ Married _____ Separated _____
Divorced _____ Re-Married _____ Widow(er) _____
Please attach explanation if divorced or remarried.

Spouse's Name _____ Occupation _____
Years Married _____ Number of Children _____ Ages _____

Finances What was your most recent annual salary? _____



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POSITION DESIRED

		<u>Grade or Subject in order of preference</u>		
		1st	2nd	3rd
Preference	<input type="checkbox"/> Preschool			
	<input type="checkbox"/> Kindergarten			
	<input type="checkbox"/> Elementary			
	<input type="checkbox"/> Junior High			
	<input type="checkbox"/> High School			

Future Plans What would you like to be doing in five years from now?

Special Abilities Please list activities or sports that you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade and ability levels).

CHRISTIAN BACKGROUND

****On a separate paper briefly give your Christian testimony.**

Please carefully read our Statement of Faith:

We believe....

- ...the Bible is the inspired and only infallible and authoritative written Word of God.
- ...there is only one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- ...in the Deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- ...the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- ...regeneration by the Holy Spirit is absolutely essential for personal salvation.
- ...the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- ...the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- ...in the sanctifying power of the Holy spirit by whose indwelling the Christian is enabled to live a holy life.
- ...in the resurrection of the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Indicate below your degree of support.

_____ I fully support the Statement of Faith as written without mental reservations.

Signature: _____

OR

_____ I support the Statement of Faith except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: _____



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Church Denominational preference? _____
What is your local church affiliation? _____
Are you presently a member in good standing? _____ Years? _____

Service In what church activities are you involved and with what degree of regularity? _____

What other Christian service have you done since becoming a Christian?

What is your attitude toward working with those of other races and those of other denominational beliefs? _____

Are you capable of teaching a Bible class? _____ If yes, what would be your subject preferences? _____

To what extent should a Christian school teacher become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member? _____

Devotional Life Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you spiritually? _____

PROFESSIONAL QUALIFICATIONS

****Please attach photocopies of all your college transcripts, any teacher certifications, and a list of references along with your resume. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.**



APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that Ka’ahumanu Hou Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired subject me to immediate dismissal.

I authorize Ka’ahumanu Hou Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers and my oral interviews. I authorize the release and giving of any information requested by Ka’ahumanu Hou Christian School such as employment records, performance reviews, and personal references. I release any person, organization or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Ka’ahumanu Hou Christian School.

I further certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

Please email this application to JoniMueller@KingsCathedral.net - Preschool - 5th Grade
HeatherToro@KingsCentral.net - Middle and High School



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Disclosure

DISCLOSURE

ALL NEW HIRES AND VOLUNTEERS OF KING'S CHRISTIAN SCHOOLS HAWAII:

As part of our hiring procedure for future employees and volunteer staff we reserved the right to verify all information from all sources of employment, education, motor vehicle, financial history (applicable to steward ministry only), criminal history, personal character and worker's compensation records in accordance with ADA, labor and wage records, etc. or any part thereof. All volunteers working in the high risk department of children and youth are subject to verification of information. Information received will be used exclusively for identification purposes and for the release of information which will be considered in determining suitability for employment and volunteering at KING'S CHRISTIAN SCHOOLS HAWAII.

Acknowledgement		Date	
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