



# MEMORANDUM

**TO:** Pastors, Principals, Treasurers

**FROM:** Jim Jensen, Vice President of Finance

**DATE:** August 4, 2017

**RE:** Hiring Process for Locally Funded Employees

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A couple of years ago, the Seventh-day Adventist denomination encouraged each conference to pass a resolution naming the conference as the lowest entity which could hire and fire employees. Our Conference Executive Committee did vote this change.

To make the process faster for each church and school, they authorized the administrative team to process locally funded employee hiring requests.

To help with this process, please see the attached forms. Prior to the locally funded employee beginning work, these forms should be sent to [Quentin Purvis](#), Vice President of Administration, by Monday evening to be added to the administrative team agenda. The administrative team meets every Wednesday provided that a majority of the team is in town.

**Please pay special attention to the note at the bottom of the *Part-time Employee Checklist* form.**

In addition to the actual hourly costs of an employee, there are the following costs:

- Social Security and Medicare Employer's Share: 7.65%
- Worker's Compensation Insurance: Costs varies based on position of 1-8%
- Retirement benefit if working 19 or more hours per week: 5% basic; up to 3% match
- Sick Pay, Holiday Pay, Vacation Pay and Bereavement Pay as accrued or by policy
- If an employee is working 30 hours per week, they are eligible for Medical Insurance and you should budget a cost of \$16,200 per year



## LOCAL HIRE EMPLOYEE CHECKLIST

**Note:** Links to IRS forms I-9 & W-4 are provided for your convenience. Click on the name of the form below to access the needed document.

- Request to Hire Locally Funded Employee Form
  - Attach Board Minutes requesting hire
- Application for Employment
  - Include Resume
  - Checked References (three preferred)
- Background Screening Completed
- [I-9\\*](#) (completed by first day of hire)
- [W-4](#)
- Authorization Agreement for Direct Deposits
- Tithing Acknowledgment

NOTE: If a part-time employee is scheduled for 30 hours or more, you will need to include the Medical Benefit application.

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**\*I-9 Notice:** Section 1 is to be filled out in your presence, then you are to fill out Section 2. Send the original I-9 and the copies of the verification documents to the conference office. Incorrectly completed I-9's could result in civil fines ranging from \$100 - \$1,100 per violation. Any fines will be passed on to the church or school that made the error.

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Please return completed documentation to Nita Larson, Alaska Conference of Seventh-day Adventist, 6100 O'Malley Road, Anchorage, AK 99507, 907-346-1004 x 1015

When the Conference receives the documentation described above and the background check has been performed, a letter of employment will be sent to the new employee welcoming them to employment with your church or school and providing them with information about the employment relationship (rate of pay, benefit information, as applicable, policy books, etc.).

Please remember to promptly notify the Alaska Conference if there are any employment changes (hours worked per week, pay increases, etc.) or if the employee is injured while at work. If you have questions, please contact the Alaska Conference at 346-1004.



# REQUEST TO HIRE EMPLOYEE

Prospective Employee Name:		
Employment Location:		
Job Title:	# of Hours Expected to Work:	
Status: <input type="checkbox"/> Fulltime (38 hrs/wk) <input type="checkbox"/> Enhanced Part-Time (30-36 hrs/wk) <input type="checkbox"/> Part-Time (20-26 hrs/wk) <input type="checkbox"/> Less than Part-Time (<19 hrs/wk)		
FLSA Classification: Most positions are non-exempt <input type="checkbox"/> Exempt (Salaried) Primarily Teachers and Pastors <input type="checkbox"/> Non-Exempt (Hourly)		
Requested Base Pay <small>Must conform to Wage Scales</small>	Monthly Salary \$	Hourly Rate \$
Cost of Living Adjustments <small>Exempt Employees Only: Contact HR for this amount</small>		Requested Start Date:

FOR CONFERENCE USE ONLY

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Please enclose the following with this completed form:

- Employee's Employment Application
- Job Description
- Proof background screening training has been completed and personal information submitted
- Board minutes approving the hiring of the locally funded employee and assuming all costs
- Please note an I-9 must be completed within three days of the employee's start date. The I-9 may be completed before employment begins. **An employee MAY NOT start until hired by the conference.**

ACKNOWLEDGEMENT	
<p><i>As authorized signer for the local entity, I acknowledge on its behalf the financial responsibilities that accompany the employment of this individual and certify that we will meet all obligations. We acknowledge that employees may not start work until they have completed the background screening process. We will not offer this individual employment or a specific wage until authorized by the conference to do so. We request that the conference hire this individual for the desired position at our facility.</i></p>	
NAME (please print):	Position: <input type="checkbox"/> Pastor <input type="checkbox"/> Principal <input type="checkbox"/> Treasurer <input type="checkbox"/> Board Chair <input type="checkbox"/> Other:
SIGNATURE	DATE



# EMPLOYMENT APPLICATION

The Alaska Conference of Seventh-day Adventist (AKC) is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex (including pregnancy, childbirth and other pregnancy-related conditions), age, national origin, marital status, physical or mental disability, or other protected categories under Alaska laws, regulations or local ordinances. The AKC prohibits any form of workplace harassment, misconduct or abuse. The AKC hires Seventh-day Adventist Church members in good standing based on religious preferences permitted by the United States Constitution and controlling law.

This application will be actively considered for the positions you have requested three months after submission to the AKC. Applicants desiring to be considered for other positions, or after the three month time period has expired, must submit a new application. The AKC may not interview all applicants for a vacant position. Those applicants to be interviewed will be contacted by the AKC.

Please complete all questions on this application form. You may supplement the application with a resume, but all questions on this application must be answered.

## PERSONAL

Last Name	First	Middle	Date
Have you ever used any other name for work, school or other reasons? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list name(s) and dates/locations used and circumstances:			
Address		City	State      Zip Code
Telephone (      )		Social Security Number	Date of Birth (MM/DD/YY)
Are you at least 18 years of age?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever previously applied with or been employed by the AKC? <input type="checkbox"/> Yes <input type="checkbox"/> No If employed, dates of employment (mo/yr): _____ Reason for leaving: <input type="checkbox"/> resigned with notice <input type="checkbox"/> quit without notice <input type="checkbox"/> counseled to resign <input type="checkbox"/> position eliminated <input type="checkbox"/> terminated <input type="checkbox"/> other: _____		
The AKC requires employees to be members in regular standing of the Seventh-day Adventist Church. <i>Please indicate where membership is held:</i>			
Church		Pastor's Name & Phone Number	
Position(s) for which you are applying? (1) _____ (2) _____ <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____ Date Available: _____			
Please indicate all languages (including English) that you speak, read, and write proficiently:			
	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u> <u>Comments</u>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## QUALIFICATIONS

Names and Addresses of Schools	Number of Years Completed	Course of Study	Did you Graduate?	Type of Degree/Diploma
Last High School Attended	9 10 11 12		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Jr. College, College or University	13 14 15 16		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical, Business, Vocational School	1 2 3 4		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate/Professional	1 2 3 4		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe any other training you have received that would qualify you for the position for which you are applying:				

## WORK EXPERIENCE

Provide complete information on all employment during the past 10 years or your four most recent employers, whichever is greater, including U.S. Armed Forces experience and major volunteer experience. Begin with your current or most recent employment. Include all part-time, full-time and temporary employment. Explain all gaps in your employment history. Use additional sheets if necessary.

PRESENT/MOST RECENT EMPLOYER	Dates Employed		Describe Work Performed
	From	To	
Address			
City, State, Zip			
Telephone			
Starting/Present Job Title:			
Immediate Supervisor			
Supervisor's Phone			
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Layoff <input type="checkbox"/> Terminated <input type="checkbox"/> _____			
EMPLOYER NO. 2	Dates Employed		Describe Work Performed
	From	To	
Address			
City, State, Zip			
Telephone			
Starting/Present Job Title:			
Immediate Supervisor			
Supervisor's Phone			
Reason for Leaving: <input type="checkbox"/> Resigned <input type="checkbox"/> Quit without notice <input type="checkbox"/> Counseled to resign <input type="checkbox"/> Layoff <input type="checkbox"/> Terminated <input type="checkbox"/> _____			

<b>EMPLOYER NO. 3</b>	Dates Employed		Describe Work Performed
	From	To	
Address	Hourly Rate/Salary		
	Starting	Ending	
City, State, Zip			
Telephone			
Starting/Present Job Title:			
Immediate Supervisor		Supervisor's Phone	

Reason for Leaving:  Resigned  Quit without notice  Counseled to resign  Layoff  Terminated  \_\_\_\_\_

<b>EMPLOYER NO. 4</b>	Dates Employed		Describe Work Performed
	From	To	
Address	Hourly Rate/Salary		
	Starting	Ending	
City, State, Zip			
Telephone			
Starting/Present Job Title:			
Immediate Supervisor		Supervisor's Phone	

Reason for Leaving:  Resigned  Quit without notice  Counseled to resign  Layoff  Terminated  \_\_\_\_\_

Have you ever been terminated or dismissed from employment or asked/counseled to resign by **any** employer, whether or not listed above?  Yes  No *If yes, please provide employer(s), locations(2), dates and describe circumstances:*

**PROFESSIONAL REFERENCES** *(The information obtained from references will be considered in making a decision on your application.)*

Please provide three work references (no family or friends):

Name	Phone Number	Address	Relationship to You

**PERSONAL REFERENCES**

Please provide three personal references:			
Name	Phone Number	Address	Relationship to You

**CRIMINAL HISTORY**

There is no time limit to the questions regarding criminal history. Unless a time limit is stated in a questions, provide information on ALL convictions, pleas and alternative sentencing or disposition programs that have occurred during your lifetime. Records of offenses by minors (under age 18) are not automatically sealed and should be disclosed, except where non-disclosure is required under state law.

You should disclose any criminal offense that may appear on your record, even if you are uncertain of the exact date or how a criminal offense was classified (except where prohibited by state law). Give the approximate date, your understanding of the criminal offense, and note that you are unsure of any more specific information.

Have you ever pled guilty to any criminal offense (misdemeanor or felony)?  Yes  No

Have you ever pled nolo contendere (no contest) to any criminal offense (misdemeanor or felony)?  Yes  No

Have you ever been convicted of any criminal offense (misdemeanor or felony?)  Yes  No

If you answered yes to any of these questions, provide complete information on all criminal offense(s), date(s), location(s) & city, county, state & and disposition:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever served or participated in any form of alternative sentencing or disposition program (for example probation, pretrial diversion or deferred adjudication) for any criminal offense:  Yes  No

If you answered yes, please disclose any form of alternative sentencing or disposition program location (city/state), dates, criminal offense and outcome:

\_\_\_\_\_

\_\_\_\_\_

*(use additional sheets if necessary)*

**Conviction of a crime is not considered an automatic bar to employment with the AKC except where Alaska law prohibits employment.**

**MOTOR VEHICLE RECORD**

**Please complete this section only if the position for which you are applying would include driving an Alaska Conference or personal vehicle for work purposes.**

Driver's License No: \_\_\_\_\_ Issuing State: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Has your driver's license ever been denied, suspended or revoked?  Yes  No If yes, provide complete information on action(s), date(s), location(s) and current status:

\_\_\_\_\_

\_\_\_\_\_

List all violations (other than parking tickets) for which you have been convicted, pled guilty or no contest, or forfeited bond for the past five years:

\_\_\_\_\_

\_\_\_\_\_

Do you have automobile liability insurance?  Yes  No If yes, expiration date: \_\_\_\_\_

**APPLICANT'S VERIFICATION – *Read carefully before signing***

I understand that the information on this application and any resumes or other attachments is true, correct and complete. I understand that false, misleading, incomplete or omitted information on this application or in resumes, attachments or interviews will make me ineligible for employment or subject to discharge from employment, whenever discovered.

I understand that this employment application is not an offer of employment or a contract between the Alaska Conference and me. I understand and acknowledge that employment with the Conference is based on mutual consent and that if hired, I will be an at-will employee. Either the Conference or I may cease the employment relationship at any time without prior notice or requirement of cause. I understand that no unauthorized representative may enter into any agreement for other than at-will employment.

I understand that, if employed, I will be required to complete a federal I-9 form and provide documents verifying my identity and right to work in the United States.

I authorize the Alaska Conference to confirm the information supplied on this application and curriculum vitae or resume and to investigate my suitability for employment. I agree to furnish additional information if requested by the Alaska Conference. I release all parties and persons from any claims, liabilities, and damages that may result from requesting or furnishing information to the Alaska Conference and from the Alaska Conference using such information considering my employment application. I understand that this authorization does not include a consumer report under the federal Fair Credit Reporting Act. If the Alaska Conference conducts a consumer report about me under the federal Fair Credit Reporting Act, I understand that I will receive a separate notice and authorization.

If employed, I understand that I must comply with all policies, rules and procedures of the Alaska Conference.

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

\_\_\_\_\_  
Date





## BACKGROUND SCREENING

Alaska Conference, along with the North American Division, has been a supporter of the protection of children whether they are a student in one of our schools, participating in programs in our churches, a member of Pathfinders, or visiting any of our Adventist-supported ministries. To this end, the Alaska Conference requires all Adventist ministries within Alaska that work with children to participate in our volunteer screening process.

Conference policy requires that all employees and any volunteers who work with children to complete a background screening every three years. The conference has aligned with the North American Division and the North Pacific Union Conference in its screening process which uses Verify Volunteers. The conference offers background screening at no-cost for any person working with children. To complete your background screening:

- 1) Go to the Adventist Sterling Volunteer link: <http://www.ncsrisk.org/adventist/>
- 2) Create an account
- 3) Complete the on-line training
- 4) Submit your personal information for the background screening
- 5) Print confirmation that training has been completed and personal information has been submitted.

The conference will be notified when your background check is complete and may access a copy of your report if deemed necessary. All information is held in strict confidence. For more information on the screening process, visit <https://vimeo.com/198363760>.

If you encounter problems while trying to complete this process, please contact Sterling Volunteers toll free at 1-855-326-1860 – Option 1 – Code 6548.

# Direct Deposit Authorization

I authorize you and the financial institution listed below to initiate electronic credit entries to my

checking account

savings account

each payday. Corrections, if necessary, will be made on future pay periods. This authority will remain in effect, until I cancel it in writing.

\_\_\_\_\_  
FINANCIAL INSTITUTION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BRANCH

\_\_\_\_\_  
NAME (please print)

\_\_\_\_\_  
CITY, STATE

\_\_\_\_\_  
SIGNATURE

□□□□□□□□

TRANSIT/ROUTING (ABA) NUMBER

□□□□□□□□□□□□□□

ACCOUNT NUMBER AT FINANCIAL INSTITUTION



## TITHING ACKNOWLEDGEMENT

Dear Friend,

As a member of the Seventh-day Adventist Church, you are aware of the Biblical principle of tithing. As part of the conference policy, the following information is to be shared with you as an employee:

### Faithful Tithing

1. **Rationale:** Tithing is a basic Biblical principle which speaks to a person's relationship with his Creator. This relationship is ordained of God for the benefit of his children. Systematic and regular tithing yields rich rewards. Among these is the bond which results between a person and his Creator. Another is experiencing the intrinsic satisfaction of giving one's self and one's means to the Lord. Our Lord's promise of special blessings to the faithful tither can be received in no other way.
2. **Models:** Seventh-day Adventist denominational employees are to be models in every facet of their lives. Church members must see in church workers a fidelity to basic principles which is unquestionable. Such employees will demonstrate an exemplary commitment to the Lord and the teaching of His church.
3. **Review:** Because of its importance as a principle and the spiritual experience it represents, tithing, like other basic beliefs of the church, becomes a condition of employment for all employees. Consequently it is important that each individual shall be informed in writing of this requirement which includes the expectation of faithfulness in tithing.
4. **Concern:** If it is determined that an employee is not faithfully tithing, the president of the conference or his designee shall discuss the matter with the employee in the spirit of pastoral concern and endeavor to help him/her understand that he/she is following a course that is harmful to his/her relationship with the Creator.

This is to acknowledge that I have received and read the above:

<b>NAME (please print):</b>	<b>DATE</b>
<b>SIGNATURE</b>	