



Arkansas-Louisiana Conference of Seventh-day Adventists

Locally Funded Employee Hiring Instructions

STEP 1: Complete the following: (Return forms to Human Resources)

- Locally Funded Position form. This form needs to be signed and the church board minutes voting the position, hours, and rate of pay must be attached.
- Employment application (completed by applicant)
- Give Sterling Volunteer Information to applicant (instructions are also listed below)

A Background Check and Protect the Children Training through Sterling Volunteer at the following website: <https://www.nadadventist.org/asv>

Here are the steps to take to sign up:

Click on "First-time Registrant"

Choose your State: Arkansas or Louisiana

Choose your Organization: Arkansas-Louisiana Conference

Create a user ID and password

Choose your primary place of service is and what your role is there.

You can also choose another place of service and multiple roles.

The background check will be based on your primary role.

The basic training course in child abuse that all must take is about 1 hour in length. You can stop and log out and go back later to finish it if you want to. After completing the training course, you will be emailed a link to register for a background check.

The Conference will be notified by Sterling Volunteers when the background check and training are complete.

STEP 2: Human Resources submits Locally Funded Position form, Employment Application, and Sterling Volunteer completion confirmation to Conference Hiring Committee for approval.

STEP 3: Human Resources notifies local entity supervisor of approval. Employee completes the following forms and begins work.

- Conditions of employment
- IRS W4
- State W4
- Form I-9: Make sure to take good copies of the driver's license and social security card. Employee completes Page 1 and we complete Page 2.
- Direct Deposit Authorization Agreement