MANAWA LEA
JOY OF THE HEART

NEW HIRE REQUIREMENTS

- ❑ TB clearance (2-step)
- ❑ First aid/ CPR certificate
- ❑ Fingerprint (Fieldprint – www.hawaii.fieldprint.com) - Code: **FPManawa16**
- ❑ Social Security Card
- ❑ Hawaii ID and or Driver's license
- ❑ Auto insurance/registration (if applying for CLS-I)
- ❑ USCIS ID (Immigrants)
- ❑ Form I-9 (can be completed at our office)
- ❑ HC-5 (can be completed at our office)
- ❑ W-4/HW-4 (can be completed at our office)