



# **Teacher Assignment and Transfer Program (TATP)**

## **Online TATP Application for Teachers Quick Sheets**

**February 2025**



## Online Teacher Assignment and Transfer Program

Teachers interested in applying for any advertised vacancies in the Teacher Assignment and Transfer Program (TATP) Posting #1 and Posting #2 will be required to submit an online TATP application.

Please ensure that a separate online TATP application is submitted for each position you want to be considered for.

Teachers who are eligible to apply, but are unable to access to the online TATP application, should contact the Teacher Reclassification Unit at (808) 441-8383 for assistance.

**NOTE:** The Online Teacher Assignment and Transfer Program will be accessible beginning **February 19, 2025**

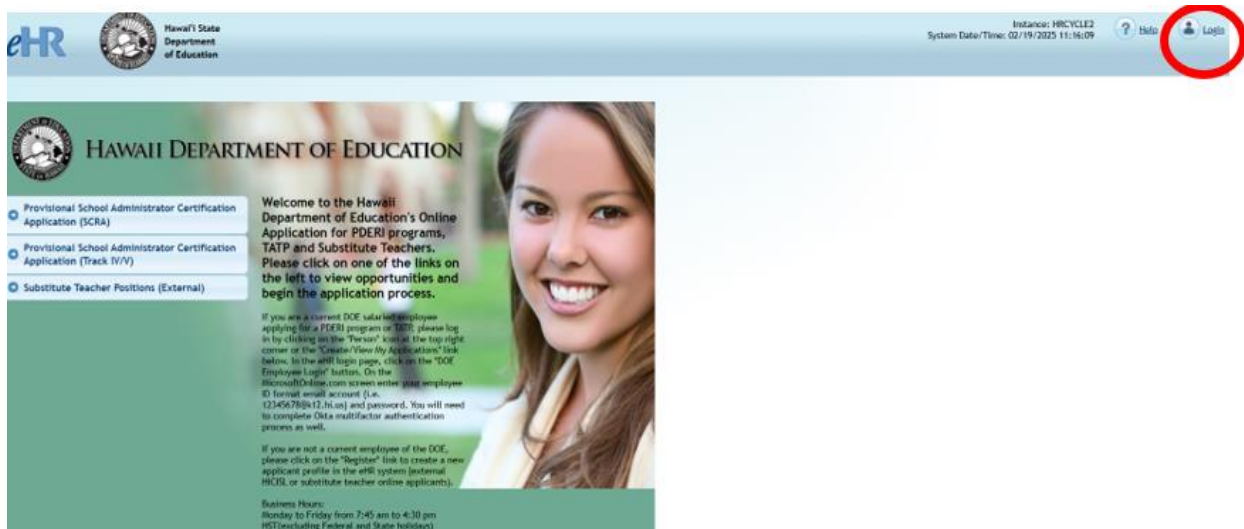
### Getting Started

1. Access the Department's eHR homepage by inputting this web address:  
<https://ehr.k12.hi.us/hrprod/faces/p/ap/pages/ApApplicationTypes.jspx>

2. Click the "Login" button.


A

A





## A. Applying for a Position Using the Online Application Process

1. Click on the “DOE Employee Login” 
2. Log into the Department’s eHR website by entering your “Username” and “Password”.
  - a. Your Username is your employee ID number plus “@k12.hi.us” or employeeID@k12.hi.us
  - b. Your Password is the same password used for Gmail, Infinite Campus, ServiceNow, and Statewide Student Enrollment System (SSES).

**Important Message:** For assistance with logging into eHR, please submit requests online using ServiceNow at <https://hidoe.service-now.com/sp>. You may also call the IT Help Desk at (808) 564-6000 between the hours of 7:45am and 4:30pm HST, Monday through Friday (*except on State/Federal holidays*). For neighbor islands, please use the HATS line at 8-1-808-692-7250.

[> Online Application Home Page](#)

Ready to Apply?

To apply online for a position with the Hawaii Department of Education, please sign in below.

**Non-DOE Employee Login**

★ Username

★ Password

Login

Reminder: Passwords are case sensitive.

[I Forgot My Password or Locked My Account](#)

**Registered users (non-employees):**

Username is the Email Address you registered with.  
Password is the password you registered with.

You must be logged into eHR to apply for a job or see any job applications that you have already submitted.

**FOR NON-EMPLOYEE PASSWORD ASSISTANCE:** Contact the appropriate recruiting unit

- Teacher Recruitment - (808) 441-8444
- EO Recruitment - (808) 564-0877
- Classified/SSP Recruitment - (808) 441-8411
- Substitute Teachers (TSEAS) - (808) 441-8400


**New users (non-DOE employees)** - [Register](#) to create a new account to apply for a job.

**Online Application System Availability**

Daily: 2:00a.m. to 1:00a.m., Hawaii Standard Time (HST)

**DOE Employee Login**

DOE Employee Login



**Current Employees:**

Username is your employee ID plus “@k12.k12.hi.us” or employeeID@k12.hi.us. Your Employee ID number can be found on your DOE ID badge. Charter school employees should use this format as well.  
Password is your DOE password as used in Gmail, Infinite Campus, ServiceNow, PDE3 and SSES.

**FOR PASSWORD ASSISTANCE ONLY:** Call the IT Help Desk, Monday-Friday: 7:45a.m. - 4:30p.m. (HST), except on State/Federal Holidays:

- Oahu - (808) 564-6000
- Neighbor Islands - (HATS) 8-1-808-692-7250



- To begin the Online Application process, click on the **Module** drop down menu, select **Online Application**. B
- Click on the red tab labeled: **"Teacher Assignment and Transfer Program #1 (Internal)"**. C

**IMPORTANT NOTICE:** Only teachers that are eligible to participate in TATP are granted access at this point. If your screen does not contain this verbiage mentioned in the tab below, you should contact the Teacher Reclassification Unit at (808) 441-8383 for assistance.

The screenshot displays the eHR system interface for the Hawaii Department of Education. The top header includes the eHR logo, the department's name, and system information such as the instance (HRCYCLE2), system date/time (02/19/2025 11:02:54), and a 'Module' dropdown menu set to 'Online Application'. A yellow circle labeled 'B' points to this dropdown menu. The main content area features a sidebar with three tabs: 'Teacher Assignment and Transfer Program #1 (Internal)' (highlighted in red), 'Provisional School Administrator Certification Application (SCRA)', and 'Substitute Teacher Positions (External)'. A yellow circle labeled 'C' points to the first tab. The main content area also includes a welcome message, instructions for current and non-current employees, and business hours.



5. Review the information below titled: **2025 - All Schools, Districts and State Offices.** D

**Important Message:** Download the PDF document TATP Posting #1 (2025) to view all available positions or click on “View Transfer Openings” in Step E.

6. When ready click: **“View Transfer Openings”.** E

**HAWAII DEPARTMENT OF EDUCATION**

**Teacher Assignment and Transfer Program #1 (Internal)**

2025 - All Schools, Districts and State Offices

The link below provides a list of internally advertised positions for all Schools, Districts and State Offices that are currently accepting transfer request applications.

Click on the *View Transfer Opportunities* link below to view the searchable online listing. You may also download a PDF version of the *TATP Posting #1 (2025)* for a listing of the available positions.

>>>REMINDER

Use the Eligible Positions filter on the postings search page to display positions that match your personal qualifications. Just click on the checkbox and then click on the *Search* button.

Applications must be submitted by midnight on March 4, 2025 to be considered for this Posting.

Have Questions?  
>>Call Teacher Reclassification Unit at 808-441-8383 during regular business hours.

> [View Transfer Openings](#)

Provisional School Administrator Certification Application (SCRA)

Substitute Teacher Positions (External)

**D** points to the REMINDER box.

**E** points to the [View Transfer Openings](#) link.



7. Review the information below titled: **“How to Apply”**.

F

8. Select the job position you want to apply for by clicking the radio button in the **“Select”** column.

G

9. When you are ready to begin the online application process, click the **“Apply for Job”** tab.

H

**NOTE:** Use the **Location Type** drop down box to change the format of the posting report and view advertised vacancies by **“School”** or **“District”**. Click the **Eligible Positions** box to filter advertised positions that match your personal qualifications. Click **“Search”** to activate these features.

F

[Return to Online Application Home Page](#)

### Search Internal TATP-1 Application

How to apply:

Search for an open position:

This list can be searched by using one of the following options:

1. Enter in a keyword found in 'Job Position'
2. Selecting a category of the position
3. Selecting positions by their location

If more than one of the search options are used, all criteria must be met.

View an open position's posting/announcement:

1. Click on the job name in the Job Position list to display details about the selected job posting/announcement in a new window

Apply for a job:

1. From Job Position listing - Select the job you are interested in applying for by clicking on the **Select** option. Then click on **Apply For Job** button.
2. From Job Opening Details window (job posting) - Click on **Apply For Job** button

Keyword  Job Category  All Categories School Counselor Education Library Teaching \* Location Type  All Location Types  **Eligible Positions** ☒

H

G

Apply For Job							Previous	1-10 of 52	Next
Select	Job Position	Category	Office Location	Closing Date	Qualifications	Comments / Additional Info			
<input checked="" type="radio"/>	<a href="#">10-Month SAC Teacher - Positions: 602578</a>	Teaching	Keau High	04/18/2018	Academic Coach Mentor (High School (9-12)), MultiDisciplinary (High School (9-12))	Anticipated Vacancy (TATP)			
<input type="radio"/>	<a href="#">12-Mo Dist Off Tchr - Positions: 79451</a>	Teaching	Central Dist-Administration	04/18/2018	Other ()	Anticipated Vacancy (TATP)			
<input type="radio"/>	<a href="#">12-Mo Secondary Teacher - Position: 73962</a>	Teaching	Milliani Middle	04/18/2018	Curriculum Coordinator (6th to 8th Gr), ELL (6th to 8th Gr), Japanese (6th to 8th Gr)	Anticipated Vacancy (TATP)			
<input type="radio"/>	<a href="#">12-Mo Spec Ed Teacher - Position: 75786</a>	Teaching	Aleia Intermediate	04/18/2018	CTE- Industrial and Engineering Technology (7th to 8th Gr), CTE- Public and Human Services (7th to 8th Gr), Industrial Arts (7th to 8th Gr), Industrial Arts/Voc Ed (7th to 8th Gr), Special Education (7th to 8th Gr)				
<input type="radio"/>	<a href="#">12-Mo Student Svcs Coord - Position: 72016</a>	School Counselor	Waialua High & Inter	04/18/2018	MultiDisciplinary (7th to 12th Grade)	Anticipated Vacancy (TATP)			
<input type="radio"/>	<a href="#">Complex Area Teacher - Positions: 603248</a>	Teaching	Central Dist-Administration	04/18/2018	Other ()	Temp State/District Office Position			
<input type="radio"/>	<a href="#">Complex Area Teacher - Positions: 603248</a>	Teaching	Central Dist-Administration	04/18/2018		Temp State/District Office Position			
<input type="radio"/>	<a href="#">Counselor - Position: 602927</a>	School Counselor	Lelielua High	04/18/2018	Counselor (High School (9-12))	Anticipated Vacancy (TATP)			
<input type="radio"/>	<a href="#">Counselor - Position: 605691</a>	School Counselor	Holohele Elem	04/18/2018	Counselor (K/4gn to 5th Grade)	Position incumbent on leave			
<input type="radio"/>	<a href="#">Counselor/High Risk - Position: 74690</a>	School Counselor	Keau High	04/18/2018	Counselor (High School (9-12))	Position incumbent on leave			

## B. Completing an Online Application





## Step 1: Legal Disclosure

Review the information provided below.

When ready, click the “Go To Next Step” tab.

Instance: HRPARA  
Machine: hrtrngapp.k12.hi.us / 127.0.0.1  
System Date/Time: 03/10/2015 11:30:23

Module: Online Application

Home ? Help Logout Logged in: [User Name]

Return to Application Home Page Withdraw This Application Go to Next Step

STEPS

1 Legal Disclosure 2 Application Instructions 3 Personal Info 4 Job Preferences 5 Qualifications 6 Questions 7 Documents 8 Application Review 9 EEOC Reporting 10 Submit Application 11 Submittal Confirmation

Application Details

Person Application Key: 269578

HR Action Status: Pending Submittal

Selected Job Openings: • Elem Teacher

Click Here to View Job Description

Step 1 of 11: Legal Disclosure

Please read the Legal Disclosure information shown below.

If you have any questions please contact the appropriate Recruitment Unit for assistance.

\* denotes required information.

EMPLOYMENT ELIGIBILITY VERIFICATION

Applicants must be citizens, permanent resident aliens, or nationals of the United States at the time of employment. Non-citizens with unrestricted employment authorization from the U.S. Citizenship and Immigration Services may also apply. In accordance with the Immigration Reform and Control Act of 1986, persons hired must meet the work authorization requirements established by the U.S. Citizenship and Immigration Services and submit the Form I-9, "Employment Eligibility Verification". Documents that establish identity and U.S. employment eligibility are required within three (3) business days of the date of employment. Non-compliance of this requirement may result in termination of employment.

EMPLOYMENT BACKGROUND CHECK

## Step 2: Application Instructions

Review the information provided below.

When ready, click the “Go to Next Step” tab.

Return to Application Home Page Withdraw This Application Go to Previous Step Go to Next Step

STEPS

1 Legal Disclosure 2 Application Instructions 3 Personal Info 4 Job Preferences 5 Qualifications 6 Questions 7 Documents 8 Application Review 9 EEOC Reporting 10 Submit Application 11 Submittal Confirmation

Application Details

Current Application ID: 1398912

Current Application Status: Pending Submittal

Selected Jobs: • Secondary Teacher

Click Here to View Job Description

Quick Tips

Applicants are advised to read the important information carefully before completing this online form. Click on 'Go to Next Step' to continue.

Step 2 of 11: Application Instructions

Please carefully read the instructions below that pertain to this application.

If you have any questions, please contact the appropriate Recruitment Unit for assistance.

\* denotes required information.

Posting Dates: February 19 - March 4, 2025

ALL TRANSFERS FOR POSTING ANNOUNCEMENT NO. 1 MUST BE CONSUMMATED BY MARCH 27, 2025

GENERAL INFORMATION: The Teacher Transfer Program for school year 2025 - 2026 is from February 19 - May 3, 2025. Probationary 1, 2, 3, 4 and extended probationary teachers shall remain in place and their positions will not appear on the posted vacancy announcement. Vacancies are posted only once.

ONLY ONE TRANSFER IS ALLOWED PER TEACHER - Teachers who are interested in seeking a transfer must submit an online application to the school(s) listing those particular vacancies. Once an offer to transfer has been accepted by a teacher, any subsequent offers to transfer will not be allowed. For details regarding the on-line teacher application process, please refer to the memo titled "Teacher Assignment and Transfer Program for School Year 2025-2026" dated December 2024.

PROBATIONARY TEACHER LIMITED TRANSFER - Probationary teachers in their fifth and sixth semester of probation, as well as National Board Certificated teacher serving in their last semester of probation, may apply for vacancies listed only on the TATP Posting #1, including their current position if announced during this time.

HALF-TIME AND FULL-TIME STATUS OF TENURED TEACHERS - When applying to vacancies for which they qualify, tenured teachers will have equal consideration regardless of having less than full-time employment status.

VICING APPOINTMENT CODE 2 - A teacher who transfers into a vicing appointment (since the position is guaranteed to an incumbent who is on leave) relinquishes return rights back to the former school. Should staff reduction become necessary in a school, tenured teachers with Appointment Code 2 are reduced before tenured teachers with Appointment Code 1.



### Step 3: Personal Info

Review the information provided below.

A

Please review the “Quick Tips” section.

B

**Important Message:** Applicants do not have access to edit or delete their Name and Address. To update your name or address, you will need to submit Form DOE OTM 300-006 “Reporting Changes to Personal Employee Information” to the Employee Records & Transactions section as soon as possible. If you have questions, you may contact Employees Records & Transactions Unit at (808) 441-8364.

Applicants have access to add or change their Phone Number and Email address information.

When ready, click the “Go to Next Step” tab.

C

C

eHR Online Application

Return to Application Home Page Withdraw This Application Go to Previous Step Go to Next Step

STEPS

1 Legal Disclosure 2 Application Instructions 3 Personal Info 4 Job Preferences 5 Qualifications 6 Questions 7 Documents 8 Application Review 9 EEOC Reporting 10 Submit Application 11 Submittal Confirmation

Application Details

Current Application ID: 1063290

Current Application Status: Pending Submittal

Selected Jobs: Secondary Teacher

[Click Here to View Job Description](#)

Quick Tips

DOE Employee Applicants

If you are a current DOE employee and would like to update your name or address, you will need to submit a DOE OTM 300-006 form (Reporting Changes to Personal Employee Information) to the Employee Records and Transactions section as soon as possible. If you have questions, you may contact Employee Records and Transactions at 808-441-8364.

Step 3 of 11: Personal Info

Please enter your contact information below by clicking on the buttons within each area.

NOTE: DOE Employees cannot change Name or Address using this screen. Please follow the instructions show on the Quick Tips to the left to request a change. You can add or change your Phone Number and Email address information.

\* denotes required information.

Name

\* Last Name: \* First Name: \* Middle Name: Name Suffix: Nickname(s): Other Name(s) Used:

Address

[Click Here to View Selected Address](#)

Select	Address Type	Address Line 1	City	State	Zip Code	Country
<input checked="" type="radio"/>	Mailing / Current					

\* Phone Number

[Click Here to View / Edit Selected Phone Number](#) [Click Here to Add New Phone Number](#)

Select	Phone Type	Phone Number
<input checked="" type="radio"/>	Main	

B





## Step 4: Job Preferences

Follow the instructions and the “Quick Tips” information provided below. **A**

Place a checkmark in the appropriate box: **B**

☐ Apply for Curr/Other Position @ Curr School/Office

- **Reason 1:** You have been unassigned from your position at your current school or office due to your probationary status and want to secure a transfer back to that position
- **Reason 2:** You are assigned or unassigned to a position at your current school or office and want to apply to transfer to another position at your current school or office

☐ Apply for Position at Another School/Office

- **Reason 1:** You are assigned or unassigned at your current school or office and want to transfer to a position at another school or office
- **Reason 2:** You have been reassigned to another school or office (because you were temporarily placed into that position) and want to secure a transfer back to that position at that school or office.

When ready click the “Go to Next Step” tab. **C**

**eHR Online Application**

Return to Application Home Page   Withdraw This Application   Go to Previous Step   **Go to Next Step**

**STEPS**

- 1 Legal Disclosure
- 2 Application Instructions
- 3 Personal Info
- 4 **Job Preferences**
- 5 Qualifications
- 6 Questions
- 7 Documents
- 8 Application Review
- 9 EEOC Reporting
- 10 Submit Application
- 11 Submittal Confirmation

**Application Details**

Current Application ID: 848996

Current Application Status: Pending Submittal

Selected Jobs: • Elem Teacher

[Click Here to View Job Description](#)

**Quick Tips**

**Apply for Curr/Other Position @ Curr School/Office** - 1) you have been unassigned (due to your probationary status) from your position at your current school or office and want to secure a transfer back to that position or 2) you are assigned or unassigned to a position at your current school or office and want to submit an application to transfer to another position at your current school or office.

**Apply for Position at Another School/Office** - 1) you are assigned or unassigned to a position at your current school or office and want to transfer to a position at another school or office.

**Step 4 of 11: Job Preferences**

Please select your job preferences by clicking on the box next to each Preference you desire. Once selected, a check will appear in each box.

\* denotes required information.

\* Teacher Assignment and Transfer- Request Type (Select 1)

☒ Apply for Curr/Other Position @ Curr School/Office

☐ Apply for Position at Another School/Office



## Step 5: Qualifications

Review your qualifications that are currently on record.

Follow the information provided in “**Quick Tips**” should you want to update your qualifications.

A

**Important Message:** Any **existing** qualification (*degree, certificate, license, etc.*) cannot be edited or deleted. However, the system will allow you to add a new qualification event.

When ready click the “**Go to Next Step**” tab.

B

B

eHR Online Application

Return to Application Home Page Withdraw This Application Go to Previous Step Go to Next Step

STEPS 1 Legal Disclosure 2 Application Instructions 3 Personal Info 4 Job Preferences 5 Qualifications 6 Certifications 7 Licenses 8 Application Review 9 EDC Reporting 10 Salary Application 11 Renewal Confirmation

Application Details  
Current Application ID: 1298912  
Current Application Status: Pending Submit  
Selected Jobs: Secondary Teacher  
Click Here to View Job Description

Quick Tips  
Please use each section's "Add" feature to view specific information and detailed instructions in regards to each type of qualification.  
Licenses: For information regarding licensing (Applications, Add Another Field, Renewals, Name Change, etc.), please contact the Hawaii Teacher Standards Board (HTSB). Website: HTSB.org Phone: 808-535-1500 Email: HTSB.Licensure@hsb.org  
If you're adding some new Additional Credits under the Other Credits / Coursework section don't forget to submit this information to Teacher Reclassification for salary reclassification use. See "Guidelines: 2014-2025 School Year Guidelines for Teachers". Note: Pay special attention to updated forms and instructions.

Step 5 of 11: Qualifications

Please list your degrees, professional teaching certifications and licenses, student teaching/internships/practicum events, and other credits/coursework from any educational institution you have attended that did not result in a degree or certification being awarded.  
\* denotes required information.

Degree / Diploma

Select	Degrees	Educational Institution	Major / Minor
<input checked="" type="radio"/>	Bach of Educ (BED)	U of Hawaii At Manoa	GRADE:KG (UNDERGRADUATE) SUBJECT:40-ELEMENTARY
<input type="radio"/>	Prof Diploma	U of Hawaii At Manoa	

Certifications

Select	Certification	Date Expected / Granted
<input checked="" type="radio"/>	Initial Basic Elementary	08/30/1995
<input type="radio"/>	Temporary Teacher	08/30/1995
<input type="radio"/>	Initial Basic Certificate	08/30/1995
<input type="radio"/>	Professional Certificate	08/28/1997

Licenses / Certificates

Select	License / Certificate	Date Expected / Granted
<input checked="" type="radio"/>	Elem	07/01/1997
<input type="radio"/>	Standard (HTSB)	07/01/1997
<input type="radio"/>	Standard (HTSB)	10/14/2010
<input type="radio"/>	Standard (HTSB)	07/01/2021



## Step 6: Questions

Follow the instructions and the “Quick Tips” information provided below.

When ready, click the “Save My Responses” and go “Go to Next Step” tab.

**eHR Online Application**

Return to Application Home Page Withdraw This Application Go to Previous Step Go to Next Step

**STEPS**

- 1 Legal Disclosure
- 2 Application Instructions
- 3 Personal Info
- 4 Job Preferences
- 5 Qualifications
- 6 Questions
- 7 Documents
- 8 Application Review
- 9 EEOC Reporting
- 10 Submit Application
- 11 Submittal Confirmation

**Application Details**

Current Application ID: 848931

Current Application Status: Pending Submittal

Selected Jobs: Secondary Teacher

[Click Here to View Job Description](#)

**Quick Tips**

Please answer all the questions listed to the best of your ability. If you need clarification or have questions, please contact the Teacher Reclassification Unit at 808-441-8383.

**Step 6 of 11: Questions**

Please answer the questions below, as accurately as possible, by indicating your responses in the 'Response' columns. Your typed response is limited to 4,000 characters per question. If your response(s) exceeds this limit, please save your responses in an external document and attach to your application on the Documents step.

Note: If you need more than 30 minutes to complete this section click the 'Save My Responses' button occasionally to save your work. Typing does not extend your session. All questions marked 'Required' need to be answered in order to Go to Next Step.

\* denotes required information.

Question	Response
* 1. Please list your special abilities (Drama, Newswriting, Coaching, Computers, etc.). Enter 'None' if you have no response to this question.	
* 2. Please list other experiences related to the position you are applying for (YWCA, Teaching Assignment, UH-English Department, etc.) Enter 'None' if you have no response to this question.	
* 3. List the specific job-related skills you possess that will enable you to perform effectively in the position you are applying for. Enter 'None' if you have no response to this question.	

[Save My Responses](#)

## Step 7: Documents

Follow the instructions and the “Quick Tips” information provided below.

Click to Add a Document (Resume, Transcript, License/Certificate). **Must be a Word or PDF Document.**

When ready click the “Go to Next Step” tab.

**eHR Online Application**

Return to Application Home Page Withdraw This Application Go to Previous Step Go to Next Step

**Application Details**

Current Application ID: 1398912

Current Application Status: Pending Submittal

Selected Jobs: Secondary Teacher

[Click Here to View Job Description](#)

**Quick Tips**

Please ensure the file you are attaching is a commonly acceptable OS File Extension/Types. If we cannot open or read the file, we will NOT notify you of the document failure.

**Step 7 of 11: Documents**

Attach documents in this step if you would like to include additional information to your application.

\* denotes required information.

[Click Here to Add New Document](#)

[Go to Next Step](#)



## Step 8: Application Review

Follow the instructions and the “Quick Tips” information provided below.

A

When ready click the “Go to Next Step” tab

B

(see screenshot on page 13).

eHR Online Application

Return to Application Home Page Withdraw This Application Go to Previous Step Go to Next Step

STEPS 1 Legal Disclosure 2 Application Instructions 3 Personal Info 4 Job Preferences 5 Qualifications 6 Questions 7 Documents 8 Application Review 9 EEOC Reporting 10 Submit Application 11 Submittal Confirmation

**Application Details**

Current Application ID: 848420

Current Application Status: Pending Submittal

Selected Jobs: • Elem Teacher

[Click Here to View Job Description](#)

**Quick Tips**

Please review your application to ensure that all the information you have provided is accurate.

**Step 8 of 11: Application Review**

Please ensure all the information below is accurate. If a change needs to be made, click 'Edit' within the specific section you would like to update.

\* denotes required information.

**Personal Info**

Name Prefix: [Text Box] Suffix: [Text Box]  
Last Name: [Text Box] Nickname(s): [Text Box]  
First Name: [Text Box] Former Name(s): [Text Box]  
Middle Name: [Text Box]

Address Type Address Line 1 City State Zipcode Country  
Mailing / Current [Text Box]

Phone Type Phone Number  
Main [Text Box]

Last 4 Digits of SSN: 4799

Email Address Type Email Address  
Main [Text Box]  
Business [Text Box]

Edit

**Job Preferences**

Preference Type Description	Preference
Teacher Assignment and Transfer- Request Type	Apply for Position at Another School/Office

Edit

**Qualifications**

Certification	Date Expected / Granted
No Certification Specified	

License / Certificate	Date Expected / Granted
STANDARD HTSB LICENSE	02/01/2012

Degree	Event Description	Subject	School
No STIP Events Specified			

Event Type	Educational Institution	Credits	Credits Type
Under Graduate Course	U of Hawaii- West Oahu	3	Semester Hours
Praxis2 Examination			
Praxis1 Examination			
Praxis1 Examination			
Praxis1 Examination			
HOUSSE Eligible			

Edit



Questions

Question	Response
* 1. Please list your special abilities (Drama, Newswriting, Coaching, Computers, etc.). Enter 'None' if you have no response to this question.	None
* 2. Please list other experiences related to the position you are applying for (YWCA, Teaching Assignment, UH-English Department, etc.) Enter 'None' if you have no response to this question.	None
* 3. List the specific job-related skills you possess that will enable you to perform effectively in the position you are applying for. Enter 'None' if you have no response to this question.	None

Edit

Documents

Document Type	Document Label	OS File Extension / Type
No Document Specified		

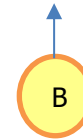
Edit

Return to Application Home Page

Withdraw This Application

Go to Previous Step

Go to Next Step





## Step 9: Equal Employment Opportunity Commission (EEOC) Reporting (Optional)

Follow the instructions and the “Quick Tips” information provided below.

A

When ready click the “Go to Next Step” tab.

B

eHR Online Application

Return to Application Home Page Withdraw This Application Go to Previous Step Go to Next Step

STEPS

- 1 Legal Disclosure
- 2 Application Instructions
- 3 Personal Info
- 4 Job Preferences
- 5 Qualifications
- 6 Questions
- 7 Documents
- 8 Application Review
- 9 EEOC Reporting
- 10 Submit Application
- 11 Submittal Confirmation

**EEOC Application Details**

Person Application Key:  
269578

HR Action Status:  
Pending Submittal

Selected Job Openings:  
• Elem Teacher

Click Here to View Job Description

**Quick Tips**

Self reporting of Equal Employment Opportunity demographic information is voluntary, but helps DOE comply with federal and state laws.

**Step 9 of 11: EEOC Reporting**

The Hawaii Department of Education is committed to equal employment opportunity and strives to be in accordance with federal and state laws. DOE, therefore, asks for your voluntary cooperation in providing demographic data. This information will be kept separate from your application material and will be used for operations such as research, evaluating hiring practices, preparing reports, and other business related actions.

\* denotes required information.

Ethnicity, Race, and Sex Information

Self reporting of Equal Employment Opportunity demographic information is voluntary, but helps DOE comply with federal and state laws.

**Ethnicity Information**

Are you Hispanic or Latino?: No

**Sex:** Female

**Race Information:** Part-Hawaiian

**Age Group Information**

Age Group: 25-29

Return to Application Home Page Withdraw This Application Go to Previous Step Go to Next Step

A

B





## Step 10: Submit Application

Follow the instructions and the “Quick Tips” information provided below. **A**

When ready click the “Submit Application” tab. **B**

eHR Online Application

Return to Application Home Page Withdraw This Application Go to Previous Step

STEPS 1 Legal Disclosure 2 Application Instructions 3 Personal Info 4 Job Preferences 5 Qualifications 6 Questions 7 Documents 8 Application Review 9 EEOC Reporting 10 Submit Application 11 Submittal Confirmation

**Application Details**

Current Application ID: 848714

Current Application Status: Pending Submittal

Selected Jobs: • Elem Teacher

[Click Here to View Job Description](#)

**Quick Tips**

Be sure you have checked off the box indicating you have read and understood the statements on this screen. If you have not checked this box, you will not be able to submit your application.

**Step 10 of 11: Submit Application**

Please carefully read the information below. Be sure to click on and check the box indicating you have read and understood the above statement before clicking on the 'Submit Application' button.

\* denotes required information.

**Certification of Applicant**

I hereby certify that the above information regarding my qualifications is accurate to the best of my knowledge and belief.

☒ \* I have read and understood the above statement.

**Submit Application**

## Step 11: Submittal Confirmation

Review the information contained in “Application Details”. HR Action Status should say “Submitted”. **C**

When ready click the “Return to Application Homepage” tab to review your application or apply for another advertised position. **D**

eHR Online Application

Return to Application Home Page

STEPS 1 Legal Disclosure 2 Application Instructions 3 Personal Info 4 Job Preferences 5 Qualifications 6 Questions 7 Documents 8 Application Review 9 EEOC Reporting 10 Submit Application 11 Submittal Confirmation

**Application Details**

Person Application Key: 849130

HR Action Status: Submitted

Selected Job Openings: • Elem Teacher

[Click Here to View Job Description](#)

**Step 11 of 11: Submittal Confirmation**

Thank you for submitting your application with the Hawaii Department of Education.

\* denotes required information.

**INFORMATION: This application was submitted on 03/26/2021 09:55:00 HST.**

Thank you for submitting your transfer request during the Teacher Assignment and Transfer Program period.

Your transfer request will be reviewed for eligibility by the school or state office advertising the position. Eligible applicants will be contacted for an interview.

**Return to Application Home Page**



### C. Applying Online for Another Position

To apply online for another advertised vacancy, click the red tab labeled: **“Teacher Assignment and Transfer Program #1 (Internal)”** **A**

**eHR** Hawai'i State Department of Education

Instance: HRCYCLEZ  
System Date/Time: 02/20/2024 00:03:05 Module: Online Application

## HAWAII DEPARTMENT OF EDUCATION EMPLOYMENT OPPORTUNITIES

- Teacher Assignment and Transfer Program #1 (Internal)**
- Substitute Teacher Positions (External)

Welcome to the Hawaii Department of Education's Online Application. Please click on one of the links on the left to view employment opportunities and begin the application process.

If you are a current DOE salaried employee applying for an Internal Vacancy, please log in by clicking on the "Person" icon at the top or the "Create/View My Applications" link below. Enter your Lotus Notes User Name (i.e. John Smith) or your Employee ID Number on your DOE ID badge as the User Name. Enter your DOE Internet password as the Password.

Business Hours:  
Monday to Friday from 7:45 am to 4:30 pm  
HST(excluding Federal and State holidays)



#### D. View or Withdraw Existing Application

To review or go to any of your online applications, select the position you want to review or go to and click either the “Go To Application” tab or “View Application” tab. **B**

##### Application Information

If you have questions about applying to work for the Department of Education, please contact one of the units listed below during regular business hours.

###### Teacher Recruitment

click link below for new online application site

Apply at [Hawaii School Jobs](#)

Phone: 808-441-8444

###### Educational Officer Recruitment

click link below for new online application site

Apply at [Hawaii School Jobs](#)

Phone: 808-564-0877

###### Classified Support Services Personnel Recruitment

click link below for new online application site

Apply at [Interest Survey Form](#)

Phone: 808-441-8411

We support the latest vendor supported web browser versions unless noted otherwise below:

- [Internet Explorer](#)
- [Chrome](#)
- [Firefox](#)
- [Safari](#)

##### My Application History

Below you will find the application(s) you have created and/or submitted. If your application has a status of 'Pending Submittal', please select the application and click on 'Go To Application'. If your application has already been submitted, you will only be able to view the information. If changes or updates need to be made to a submitted application, please contact the appropriate recruitment section in writing. If you wish to withdraw an in progress application that you no longer want to submit for a job, click on 'Withdraw Application'. To view a PDF version of your application at any time, click on View Application (not available for withdrawn applications).

Go To Application		Withdraw Application		View Application		Previous	1-10 of 13	Next 3
Select	Details	Application Description		App Start Date	Application Status			
<input checked="" type="radio"/>	<a href="#">Show</a>	1330895 - Teacher Assignment and Transfer Program #1 (Internal)		02/20/2024	Pending Submittal			
<input type="radio"/>	<a href="#">Show</a>	1330893 - Teacher Assignment and Transfer Program #1 (Internal)		02/20/2024	Submitted			
<input type="radio"/>	<a href="#">Show</a>	1330875 - Teacher Assignment and Transfer Program #1 (Internal)		02/20/2024	Withdrawn			

**Important Message:** To withdraw an online application, the **Application Status** column must state that your application is “Pending Submittal”. **C**

To withdraw your application, click on the radio button of that job, and then click the “Withdraw Application” tab. This action will remove your application from your “My Application History”. **D**

The eHR system will not allow you to withdraw or edit your application if the Application Status states your application has been “Submitted”.

**NOTE:** To formally withdraw from an advertised vacancy, teachers need to contact the school/office (that advertised the vacancy) and notify the principal/director in writing of your intention to withdraw your application for that position.