

NEW POSITION (BUDGET) REQUEST

Mark one and fill out blank

[] School Name _____

[] Church Name _____

[] Conference Department _____

Information about the new position

Position name: _____

Position need to be filled by (date): _____

(Allow two (2) to three (3) weeks for this request to be processed)

Please, mark one on either column

PART-TIME (25 hrs/wk or less recommended)

FULL-TIME

[] Regular

[] Regular

[] Temporary (up to 3 months)

[] Temporary (up to 3 months)

[] Stipend/Bi-vocational

[] Substitute Teacher

Expected ending date for temporary position: _____

Please, mark one:

[] Conference Funded

[] Locally Funded

[] Combination of Both

If charges should be split, percentage for each department/organization:

Department/organization 1: _____ %

Department/organization 2: _____ %

Department/organization 3: _____ %

Hourly Position - please, fill out blanks below:

Hours per week: _____ Hourly Rate: \$ _____ *(No less than state minimum wage)*

Salary Position – please, mark one and fill out blank:

[] Bi-weekly stipend: \$ _____ [] Bi-weekly Salary: \$ _____ OR Salary Scale _____ %

Person Recommended (If known)

***We are recommending the following name for the new position:

First name _____ Last Name _____

Email: _____ Phone Number: _____

(Ask prospective employee to fill out an employment application available from Human Resources at

newjerseyconference.org)

Church/School ONLY - The above name was approved by the Board on (date): _____

Has the person named above worked for the New Jersey Conference in the past? Yes No
If you answered "yes" to the previous question, please, specify last date this person worked for the NJC:

REQUEST FOR NEW POSITION/BUDGET FORM – PAGE 2

Organization Name: _____

Position name: _____

Request date: _____

***In order for the prospective employee to start work, s/he has to complete an employment application, available at newjerseyconference.org and submit it. Once the request is approved by ADCOM and/or the Executive Committee the prospective employee must come to the Conference and complete all required employment papers to be officially employed. **Prospective employees CANNOT begin work before all required employment papers are completed and submitted.**

I have read the conditions of employment and will abide by them.

Signature

Name of Person filling out this form: _____ Date: _____

I hereby certify that I am the Church Pastor/School Principal/Departmental Director

FOR HUMAN RESOURCES USE ONLY

ADCOM/Education Executive/Personnel meeting date: _____ Action No. _____

Approved Approved with changes Denied

Executive Committee meeting date: _____ Action No. _____

Approved Approved with changes Denied

Church Pastor/School Principal/Departmental Director notified on: _____ By e-mail/fax By phone