

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 _____

(Ask prospective employee to fill out an employment application available from 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:

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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