

## STAFF ACTION REQUEST

To be completed on all open positions and/or requests to create new positions prior to any offer of employment.

Date: \_\_\_\_\_ Job Title: \_\_\_\_\_

Requesting Supervisor: \_\_\_\_\_

Candidates Name (if known): \_\_\_\_\_

BUDGETED?	CAMPUS	DEPARTMENT	
<input type="checkbox"/> YES <input type="checkbox"/> No Salary Range \$ _____  Hourly Rate \$ _____	<input type="checkbox"/> Springdale <input type="checkbox"/> Pinnacle Hills <input type="checkbox"/> Fayetteville <input type="checkbox"/> Neosho <input type="checkbox"/> Compassion Center	<input type="checkbox"/> Business Department <input type="checkbox"/> Executive Administration <input type="checkbox"/> Worship <input type="checkbox"/> Education _____ (Ministry) <input type="checkbox"/> Missions/Compassion Center <input type="checkbox"/> Communication <input type="checkbox"/> Custodial	
REASON FOR REQUEST		REPLACEMENT FOR (EMPLOYEE NAME)	
<input type="checkbox"/> Replacement  <input type="checkbox"/> Addition		<input type="checkbox"/> Transferred <input type="checkbox"/> Voluntary/Involuntary <input type="checkbox"/> Termination <input type="checkbox"/> Intern <input type="checkbox"/> Promoted	
REQUIRED PERIOD OF EMPLOYMENT			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time-# of Hours Per Week _____ <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		<input type="checkbox"/> Desired Start Date: _____ <input type="checkbox"/> Regular: _____ <input type="checkbox"/> Temporary: _____	
JOB DESCRIPTION			
REQUIRED KNOWLEDGE, SKILLS, EXPERIENCE			
# Years Relevant Experience:	Min. Level of Education:	Fields of Study:	Other:
Comments: _____			
<b>Signatures for All Positions</b>  _____ Executive Leader of Finance                      Date  _____ Campus Pastor    Date		<b>For Minister/Executive Positions Only</b>  _____ Jeff Crawford    Date	