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
☐ YES ☐ No Salary Range $_____ Hourly Rate $_____	☐ Springdale ☐ Pinnacle Hills ☐ Fayetteville ☐ Hwy 62	☐ Business Department ☐ Executive Administration ☐ Worship ☐ Education_____(Ministry) ☐ Missions/Compassion Center ☐ Communication ☐ Custodial

REASON FOR REQUEST		REPLACEMENT FOR (EMPLOYEE NAME)
☐ Replacement ☐ Addition	☐ Transferred ☐ Voluntary/Involuntary Termination ☐ Intern ☐ Promoted	

REQUIRED PERIOD OF EMPLOYMENT	
☐ Full Time ☐ Part Time-# of Hours Per Week _____ ☐ Exempt ☐ Non-Exempt	☐ Desired Start Date: _____ ☐ Regular: _____ ☐ Temporary: _____

JOB DESCRIPTION

REQUIRED KNOWLEDGE, SKILLS, EXPERIENCE			
# Years Relevant Experience:	Min. Level of Education:	Fields of Study:	Other:

Comments:_____
_____

Signatures for All Positions

_____
Executive Leader of Finance Date

_____
Lead Team (Campus Pastor) Date

For Minister/Executive Positions Only

_____
Dave Kinney Date