

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		For Minister/Executive Positions Only	
_____ Executive Leader of Finance Date		_____ Phil McMichael Date	
_____ Lead Team (Campus Pastor) Date			