

Locally Funded Staff – New Hire Request Form

New Employee Name: _____

Proposed Job Title: _____

Name of School or Church: _____

New Position

Replacement for: _____
(name of terminating employee)

Regular Position -OR- Temporary Position: _____
(Length of assignment)

Rate of Pay (most positions must be hourly): _____

Proposed Start Date: _____
(all hiring paperwork, including I-9 and Background Check Authorization must be completed **before** starting work)

Does new employee work at any other Oregon Conference entity? _____

*Employee may be eligible for benefits if regularly working a **total** of 20+ hrs/wk at various Oregon Conference entities. In this case, entities would share benefit costs based on the hours worked at each location. Please contact the Conference Human Resources office with questions.*

Is the proposed new employee a member of the Seventh-day Adventist church? Yes No

If proposed employee is not a member, was position advertised within the local church/school to attempt to find a qualified SDA member to apply? Contact the Conference Human Resources office if you have any questions. Yes No

Have at least three references been contacted? Yes No

Proposed Work Schedule:

Full-time (38+ hours per week)

Part-time, High Hours (30-36 hours per week*)

Number of proposed hours per week _____

Part-time, Low Hours (20-28 hours per week*)

Less than Part-time (must be fewer than 20 hours per week)

Number of proposed hours per week _____

Number of proposed hours per week _____

Other (explain): _____

**Eligibility for certain benefits begins when an employee regularly works 20 hrs/wk, and employees regularly working 30 hrs/wk are eligible for coverage under the Conference health plan. These employer costs will be passed on to the locally funding entity. Please contact the Human Resources office for more information regarding benefit costs.*

Job description given to new employee with hiring paperwork? Yes No

Job Overview: _____

Responsibilities: _____

Skills Required: _____

Education Required: _____

Physical Requirements (e.g. lifting, bending, pushing, kneeling, etc.): _____

Printed Name of Preparer: _____ Date: _____

****This request for a new hire will be reviewed by the Conference for compliance with hiring policies and local/federal law. You will be notified if changes are needed, or of approval for hire upon submission of employment paperwork and passing a Background Check.**