



Request to Hire Employee

Prospective Employee Name:	
Employment Location:	

Please refer to the Locally Funded Reference Guide or contact Human Resources to complete this worksheet.
You may review eligible benefits and estimate total costs using the second page of this worksheet.

Job Title:		
# Of hrs. expected to work/wk:		
Status:	<input type="checkbox"/> Full Time (38 hrs/wk) <input type="checkbox"/> Part-Time (20-26 hrs/wk)	<input type="checkbox"/> Enhanced Part-Time (30-36 hrs/wk) <input type="checkbox"/> Less than Part-time (<19 hrs/wk)
FLSA Classification: <small>Most positions are non-exempt</small>	<input type="checkbox"/> Exempt (Salaried) <small>Primarily teachers and pastors</small>	<input type="checkbox"/> Non-Exempt (Hourly)
Requested Base Pay: <small>Must conform to Wage Scales</small>	Monthly Salary \$	Hourly Rate \$
IF FULL-TIME EMPLOYEE	CONTACT HR	
Requested Start Date		

Please enclose the following with this completed form:

- Employee's Employment Application.
- Job description.
- Completed Background Screening Packet (unless already approved); and
- Board Minutes approving the hiring of the locally funded hire and assuming all costs.
- Please note: You must complete an I-9 within 3 days of the employee's start date. The I-9 may be completed before they begin employment. **An employee may not start until hired by the Conference.**

As authorized signer for the local entity, I acknowledge on its behalf the financial responsibilities that accompany the employment of this individual and certify that we will meet all obligations. We acknowledge that employees may not start work until they have completed the background screening process. We will not offer this individual employment or a specific wage until authorized by the conference to do so. We request that the Washington Conference hire this individual for the desired position at our facility.

Name (Please Print)

- Pastor Principal
 Treasurer Board Chair
 Other: _____

Signature

Date