



ROMAN CATHOLIC
**DIOCESE
OF CHARLESTON**

PAROCHIAL SCHOOLS AND PARISHES (NON-PAS AND PAS LOCATIONS)

Hiring Request Form

Date _____

Position title _____

Department _____

Home Cost Center Number _____

Hiring manager _____

_____ Full-time _____ Part-time _____ Temporary

Hours per week (20-29 hrs. = Part Time w/ benefits; 30+ = Full Time benefits, w/ medical)

Weekly Schedule _____

Office Location _____

Reason for Recruitment

_____ **Backfill of a current position**

Name & Title of person being replaced _____

_____ **Reallocated position** (*reallocation of vacant, budgeted position within department*)

Name of current vacant position _____

_____ **Budgeted new position**

_____ **Nonbudgeted new position**

Salary Range _____

Position information/justification (for any of the above positions)

(Indicate what changes were made to the job description and provide justification & funding source for new position.)

Hiring Manager Signature _____ Date _____

Priest Administrator Signature _____ Date _____

Please attach the job description and email to Genevieve Nino, HR Sr. Recruiter once completed [gnino@charlestandiocese.org]. Recruitment activities will commence upon receipt.