



ROMAN CATHOLIC
**DIOCESE
OF CHARLESTON**

Hiring Request

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 _____

Please attach the job description and email to msantos@charlestondiocese.org in Word format for all positions

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 _____

CFO/COO Signature _____ Date _____

Vicar General (check one and sign)

Approval ____ Denial ____ Signature _____ Date _____

Please return to Human Resources once completed. Recruitment activities will commence once the approved form is submitted to HR.