**Human Resource Request Form – New Position**

|  |  |
| --- | --- |
| **Date:** |  |
| **Department:** |  |
| **Requestor:** |  |
| **Job Title:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position Status:** | | | |  |  | |
|  | Full-time |  | |  |  | Exempt |
|  | Part-time | Hours / week: |  |  |  | Non-exempt |
|  |  |  |  |  |  |  |
| **Salary Range:** | | $ |  | per |  | Pay period |
| to | | $ |  |  |  | Hour |

***List any other anticipated budget implications for this position such as computer/IT resources, office space/furniture needs, reimbursement account, etc.***

**Justification:**

***Explain in detail the need for the additional resources and how it will help BUMC accomplish our mission of making disciples of Jesus Christ.***

***What is the impact to BUMC if this request is not approved?***