



Northern California Conference of Seventh-day Adventists  
P.O. Box 619015, Roseville, CA 95661 • [www.nccsda.com/hr](http://www.nccsda.com/hr)  
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## Intent to Hire for Locally Funded Position

The hiring entity must submit this form to the NCC Human Resources Department prior to hiring for any position. Please note that AB506 requirements are mandatory, and employment is contingent upon a successful background check and completion of mandated training. The position may **not** be filled without HR approval.

**Hiring Entity Name** \_\_\_\_\_

**Contact Person at Entity for Information Regarding This Position** \_\_\_\_\_

**Proposed Job Title** \_\_\_\_\_

**Please attach full job description.** Find NCC job descriptions: [nccsda.com/hr/job-descriptions](http://nccsda.com/hr/job-descriptions)

☐ New position

☐ Replacement for former employee (Name of former employee \_\_\_\_\_)

☐ Restructured position

**Proposed Renumeration \$** \_\_\_\_\_ ☐ Per Hour (non-exempt) ☐ Monthly Salary (exempt)

*Request the Locally Funded Wage Scale for your ERI location: [hr@nccsda.com](mailto:hr@nccsda.com)*

**Proposed Hire Date** \_\_\_\_\_

**Proposed Status of Employment:** Check one box in each column below.

<input type="checkbox"/> Full Time (38-40 hours per week)	<input type="checkbox"/> Regular Status – Continued
<input type="checkbox"/> Half Time Plus: medical eligible (30-37.5 hours per week)	<input type="checkbox"/> At-will Employee
<input type="checkbox"/> Part Time Plus (19 to 27.5 hours per week)	<input type="checkbox"/> Temporary Status – Less than
<input type="checkbox"/> Part Time Minus (up to 18.5 hours per week)	One Year Requires Ending Date
<input type="checkbox"/> Other - Explain here: _____	Ending Date: _____

**Proposed Work Schedule** \_\_\_\_\_

**Date of Church/School Board Approval** \_\_\_\_\_

**Multi-position Disclaimer:** *If an employee has more than one position at the same hiring entity or several different hiring entities, the amount of funding may change. Please contact the NCC HR Department for guidance if an employee will have several different job titles.*

### **TO BE COMPLETED BY HR Department:**

☐ Requested position has been approved as proposed. The requesting entity acknowledges its commitment to the cost of wages and benefits.

☐ Requested position has been approved with changes. See attached job description.

☐ Requested position has been denied because \_\_\_\_\_.  
Please submit the form again.

\_\_\_\_\_  
NCC Human Resources Department Approval

\_\_\_\_\_  
Date: *If position is not filled within 30 days, approval expires.*

7/2023