

Request Form for a Non-Faculty Position  
(PLEASE PRINT CLEARLY)

Please complete the information below for requesting non-staff hiring approval and fax to Jamie Rains 336-242-5618.

1. Name of school:

\_\_\_\_\_

2. Name of the sport, band, cheer-leading, hunter safety, etc.:

\_\_\_\_\_

3. Position (head, assistant, bus, etc.) being filled:

\_\_\_\_\_

4. Name of person being replaced:

\_\_\_\_\_

5. Requester's Name:

\_\_\_\_\_

6. Name of individual for whom you are requesting approval:

\_\_\_\_\_

7. Address: \_\_\_\_\_

8. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

9. Contact #: \_\_\_\_\_

Email: \_\_\_\_\_

10. The person being recommended will be a:

\_\_\_\_ Volunteer (includes bus)

\_\_\_\_ Non-Faculty Paid Coach

\_\_\_\_ Classified Staff Member (subject to 20% compensation)

\_\_\_\_ Transfer

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Jamie Rains will send an email to the principal & requester upon approval.*