Date: ……………………

**General Information:**

Position Required: ………........................

Availability on Organization Chart: Vacant Not Available

Department: …………………………

Reporting To: ………………………..

Required Period: 0-3 Months 3-6 Months More than 6 Months

: ………………………………………..

**Justification for Definite Period Position:**

…………………………………………………………………………………………

…………………………………………………………………………………………

…………………………………………………………………………………………

…………………………………………………………………………………………

**Candidate Information:**

…………………………………………………………………………………………

…………………………………………………………………………………………

**Initiated by: Reviewed by: Approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Line** **Department** **HR Department Division Senior**

**Manager Manager Manager**