



## STAFF REQUISITION FORM

(To be submitted in duplicate)

SRF NO : \_\_\_\_\_

**SECTION A : POSITION INFORMATION**

POSITION TO BE FILLED : \_\_\_\_\_ JOB GRADE : \_\_\_\_\_ NO. REQUIRED : \_\_\_\_\_

COMPANY : \_\_\_\_\_ LOCATION : \_\_\_\_\_

DEPARTMENT / DIVISION : \_\_\_\_\_ PROPOSED COMMENCEMENT DATE : \_\_\_\_\_

**GENDER**

- ☐ Male
- ☐ Female
- ☐ No Preference

**AGE RANGE**

- ☐ 17 - 25
- ☐ 26 - 35
- ☐ No preference

**RACE**

- ☐ Bumiputra
- ☐ Non Bumiputra
- ☐ No Preference

**EMPLOYMENT STATUS**

- ☐ Permanent
- ☐ Contract \_\_\_\_\_ Year/s
- ☐ Temporary \_\_\_\_\_ Month/s

**REPLACEMENT FOR**

Name of staff : \_\_\_\_\_

☐ Resigned ☐ Transferred

☐ Absconded / Termination of Employment

☐ Retirement

**SOURCE** ☐ External ☐ Internal Identified Internal Candidate : \_\_\_\_\_

(Transfer form must be attached together for the Internal Transfer)

**SECTION B : REQUIREMENTS**

**\*Note: Duly completed form MUST be sent together with Job Description and Organization Chart (that indicates the vacant position)**

Qualification : \_\_\_\_\_

Skills : \_\_\_\_\_

Years of Experience : \_\_\_\_\_ License (If any) : \_\_\_\_\_

Brief summary of Duties and Tasks

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION C : JUSTIFICATION FOR REQUEST**

Please tick the relevant justification :

- ☐ Additional Staff
- ☐ New Position
- ☐ Budgeted

Maximum Salary  
Budgeted and  
approved : \_\_\_\_\_

Further justifications must be attached for  
Additional Staff, Budgeted and New Position

**REQUESTED BY  
HEAD OF DEPARTMENT**

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

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

**RECOMMENDED BY  
HEAD OF DIVISION/ COMPANY**

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

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

**SECTION D : REVIEWED BY****SECTION E : APPROVAL**

**REVIEWED BY HEAD OF  
GROUP HUMAN CAPITAL DIVISION**

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

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

Remarks : \_\_\_\_\_

**APPROVED BY THE CEO/EXECUTIVE DIRECTOR**

☐ Approved ☐ Not Approved

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

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

Remarks : \_\_\_\_\_

**FOR GROUP HUMAN CAPITAL DIVISION USE ONLY****DOCUMENT TRACKING**

Full set of documents received : \_\_\_\_\_

- ☐ Proceed to source ☐ Rejected

If rejected, reason : \_\_\_\_\_

Date submitted to Head, HCD : \_\_\_\_\_

Date submitted to CEO/Executive Director : \_\_\_\_\_

**SUPPORTING DOCUMENT(S)**

- ☐ Job Description
- ☐ Organization Chart
- ☐ Justification attached

**BUDGET DETAILS**

Previous Incumbent's Grade : \_\_\_\_\_

Previous Incumbent's Salary : \_\_\_\_\_

**ADVERTISEMENT**

- ☐ Website
- ☐ Jobstreet
- ☐ Social Media

**POTENTIAL CANDIDATE**

Name : \_\_\_\_\_

Date of Interview : \_\_\_\_\_

**REMARKS**

\_\_\_\_\_

\_\_\_\_\_