

RECRUITMENT REQUISITION FORM

1. HIRING DETAILS					
Proposed Job Title :				Department :	
Reporting to :				Date Required :	
2. TYPE OF HIRE			Permanent		Temporary
3. NEW HIRE (Tick as appropriate)			YES		NO
4. JUSTIFICATION FOR NEW HIRE : (Please specify the justification)					
Proposed Salary				Remarks	
5. IF REPLACEMENT :		Name		Gross Salary	
6. JOB/PERSONNEL SPECIFICATION					
			Age range from:		
7. EDUCATIONAL QUALIFICATIONS & EXPERIENCE REQUIRED (MINIMUM REQUIREMENT)					
8. ADDITIONAL REQUIREMENTS / JOB RESPONSIBILITIES					
REQUESTED BY:		HR DEPARTMENT:		OPERATIONS DIRECTOR	
GENERAL MANAGER					
Name :		Name :		Name :	
Title:		Title:		Title:	
Date :		Date :		Date :	
DAS APPROVAL					
RECOMMENDED BY		REVIEWED BY		APPROVED BY	
Human Resources Director		Chief Operating Officer		Chief Executive Officer	
Date :		Date :		Date:	