

Requisition Form

Date: _____

Instructions / Hiring Information

Use this form to initiate the recruitment process for all new and existing staff. Please complete all applicable sections of this form. Contact HRM/CEO if you need any assistance. **NO OFFERS should be made, either verbally or in written form, before all approvals on the form are completed.**

Position Requested

1. Job Title: _____
 2. Number of Posts: _____
 3. Essential and Desire qualifications: _____
 4. Job description: _____
 5. Technical Qualification: _____
 6. ☐ Full Time ☐ Part Time ☐ Temporary ☐ Other _____
If Position is Temporary then please specify the period
 7. Anticipated Start Date: _____
 8. Position Status:
☐ New Position ☐ Replacement ☐ Reorganization
☐ Internal Candidates ☐ External Candidates ☐ Internal and External Candidates
-

Budget Information/Approval

Proposed Annual Compensation or Hourly Wage: _____

Name of the Manager Submitting Request: _____

Contact details email and phone: _____

Requesting Manager's Signature: _____

The request is: ☐ APPROVED ☐ NOT APPROVED

Comments: _____

Account Manager's Signature: _____

Date Submitted to Human Resources Manager: _____

The request is: ☐ APPROVED ☐ NOT APPROVED

Comments: _____

CEO Signature: _____

Date: _____