

## STAFF REQUISITION FORM

**TO: HUMAN RESOURCE DIVISION**

**FROM:**

_____ SUPERVISOR'S NAME	_____ Signature	_____ Date
_____ MANAGER'S NAME	_____ Signature	_____ Date
_____ GENERAL MANAGER'S NAME	_____ Signature	_____ Date

### REQUIREMENT DETAILS

**JOB TITLE:** \_\_\_\_\_

**PERMANENT** ☐ \_\_\_\_\_

**TEMPORARY** ☐ \_\_\_\_\_

**REPLACEMENT** ☐ \_\_\_\_\_

**ADDITION** ☐ \_\_\_\_\_

**QUALIFICATIONS:**

**EXPERIENCE:**

**SPECIAL SKILLS/PERSONALITY**

**MAIN DUTIES**

**HUMAN RESOURCE OFFICE**

RECRUITMENT LEVEL: \_\_\_\_\_

GRADE: \_\_\_\_\_

SALARY/WAGES: \_\_\_\_\_

TYPE: ☐ Casual ☐ Temporary

COMMENTS / APPROVAL:

\_\_\_\_\_

\_\_\_\_\_  
HR MANAGER'S NAME

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FD'S NAME

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHIEF EXECUTIVE OFFICER**

Recruitment ☐ APPROVED ☐ NOT APPROVED

\_\_\_\_\_  
CEO NAME

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date