



Staff Requisition Form

Open positions are not automatically approved and must be reviewed by Human Resources Department before the position can be posted. This form will assist the hiring manager in why it is necessary to fill the position. To post a job opening, the hiring manager must:

- (1) Complete this form
- (2) Attach an updated job description and departmental organisation chart
- (3) Obtain the approval from the management
- (4) Return the completed form, job description and departmental organisation chart to Human Resources Department.

Date of Request		Date Required	
Position Title		Department	
Salary Range		Age Range	

Status of Employment	Permanent	☐	Part Time	☐	Temporary	☐
	State period of Employment (If not permanent):					

Job Responsibilities

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Qualifications Required

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Experience Required

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Skills & Other Qualities/Preferences Required

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Reason for Requisition:

Replacement		☐	New Position		☐
Employment Replaced			(State brief explanation why required)		
Salary					
Date Terminated					
Reason Replacement Is Needed: The other Employee was	Terminated	☐			
	Promoted	☐			
	Transferred	☐			

Requested by		Approved by		Received by	
Hiring Manager/Supervisor		Managing Director/General Manager		Human Resources Department	
Date		Date		Date	

All required signatures must be on this form in order to start the recruitment process.