GINTELL HEALTH • LOVE • LIFE	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
Qualifications Required
Experience Required
Skills & Other Qualities/Preferences Required

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.