**STAFF REQUISITION FORM**

**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 [Name of Contact Person or HR Director] 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**

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Full Time  Part Time  Temporary  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_\_\_\_\_\_\_\_

Current Department Headcount: \_\_\_\_\_\_\_\_\_\_\_

Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Status:**

 New Position  Replacement  Reorganization

 Internal Candidates  External Candidates  Internal and External Candidates

Justification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget Information**

Proposed Budget for Position Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Submitting Request: -

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Detail** | **Total Amount** | **Remark** |
| 1 | Basic Salary |  |  |
| 2 | Allowances |  |  |
| 3 | Handphone Allowances |  |  |
| 4 | Other |  |  |

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted to Human Resources Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ADVERTISING REQUEST FORM

|  |  |  |  |
| --- | --- | --- | --- |
| * N/A |  | | |
| * No recruiting required – i.e. filled with internal promotion of: |  | | |
| * Internal Posting Only |  | | |
| * Add External | Free or subscription advertising: | | |
|  | * Instagram | * MyFuture Jobs | * TikTok |
|  | * Facebook | * LinkedIn |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Requested By: | | HR Manager: | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Designation: |  | Designation: |  |
| Date: |  | Date: |  |