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JOB REQUISITION FORM

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- **Version:** 1.0
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Purpose:

This form is used by department heads or managers to request **new hires or replacements**, ensuring a structured approval process before recruitment begins.

SECTION 1: JOB DETAILS

Field	Details
Job Title	
Department	
Location	
Reporting To	
Employment Type	☐ Full-Time ☐ Part-Time ☐ Contract
Number of Positions Required	

SECTION 2: JUSTIFICATION FOR HIRING

Reason for Hiring	☐ New Position ☐ Replacement ☐ Expansion
If Replacement, Name of Previous Employee	
Reason for Vacancy	☐ Resignation ☐ Termination ☐ Promotion ☐ Other:
Expected Start Date	

SECTION 3: JOB REQUIREMENTS

Minimum Qualifications: _____

Experience Required: _____

Key Skills & Competencies: _____

Salary Range: _____

Benefits & Allowances: _____

SECTION 4: APPROVALS

Department Head	HR Manager Approval	Managing Director Approval
Name: _____	Name: _____	Name: _____
Signature: ___	Signature: ___	Signature: ___
Date: _____	Date: _____	Date: _____

Note: The HR Department will process the request within **5 working days** after approval.