MANPOWER REQUISITION FORM

TO BE FILLED BY REQUISITIONING DEPARTMENT	
Department / Division:	Designation:
No. of Individuals required:	No. of current strength:
Branch:	Location of Job:
Required by:	Reason for vacancy:
Monthly Salary:	Visa type preferred:
Type of Employment: ☐ Permanent ☐ Temporary	

NOMINATION DETAILS (IF ANY)

Name of the Person Nominated:
Reason for nomination: _____

_____.

ATTACHMENTS	☐ CV	☐ Passport Copy	☐ Qualification Certificates	☐ Evaluation Sheet

FUNCTIONAL REQUIREMENTS

Education:	Degree/ Diploma	Age [min/max] :
Experience:		IT skills:
Special requirements:		

MAIN RESPONSIBILITIES: _____
_____.

REMARKS (If any):

_____ _____
_____

HR/ Admin. Manager
Date:

Chief Executive Officer
Date:

FOR HR USE ONLY

Salary Range:	Eligible for Overtime:
Transportation/Allowance:	Accommodation/Allowance:
Annual Tickets:	No. of Annual Leave Days:
Relocation Charges:	Other allowances:
Recruitment Charges/Cost to Company:	
Received by HR on:	Time-Frame required :
Task Completed on:	

_____
HR Supervisor

_____
Admin./ HR Manager