



EMPLOYMENT REQUISITION FORM

Purpose: This form is used get the required approvals for all new staff.

Directions: Please complete the following information and attach a detailed Job description.

Position Title: _____

Salary Range: _____

Department: _____

Employment Status (check appropriate entry)

Full-time ☐

Part-time ☐

No. of anticipated weekly hours ☐

HIRING CHAIRPERSON/SUPERVISOR _____

Date

SENIOR VP _____

Date

PRESIDENT _____

Date