



# 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