

New Hire Job Requisition Form

[Company Name]

[Company Address]

Date of Request: _____

Requesting Department

- Department Name: _____
- Contact Person: _____
- Contact Email: _____

Job Details

- Job Title: _____
- Number of Positions: _____
- Employment Type: Full-Time Part-Time Contract
- Work Schedule: Day Shift Night Shift Flexible

Job Requirements	Details
Education Level	
Required Skills	
Experience	
Certifications	
Other Requirements	

Proposed Salary and Benefits

- Salary Range: _____
- Benefits Offered: _____

Approval Process

- Request Approved By: _____
Signature: _____
- Final Approval By: _____
Signature: _____

HR Notes and Actions

1. _____
2. _____
3. _____