**Employee Requisition Form Template Word**

**Requisition Information  
 Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_  
 Requisition Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Hiring Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Details  
 Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Position Type: ☐ New Position ☐ Replacement  
 Reason for Request: ☐ Expansion ☐ Resignation ☐ Retirement ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_  
 Work Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Responsibilities & Skills  
 ☐ Administrative Support  
 ☐ Technical Work  
 ☐ Customer Service  
 ☐ Leadership Role  
 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Current Employee** | **Vacant Position** | **Salary Range** | **Approval Status** |
| --- | --- | --- | --- |
|  |  |  | **☐ Approved ☐ Denied** |
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|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |

**Hiring Approval  
 Department Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_  
 HR Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_  
 CEO Approval: ☐ Yes ☐ No**