**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** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |

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