

Document Preview – This is only a portion of the entire, customizable document.

COMPANY NAME

Employment Requisition Form

Date: _____

Date Needed: _____

Job Title: _____

Department: _____

Anticipated Salary Range: _____

Anticipated Stock Options _____

Anticipated Vacation Days: _____ 2 weeks _____ 3 weeks _____ 4 weeks

_____ Hourly _____ Regular _____ Part-Time

_____ Salaried _____ Temporary _____ Full-Time

If temporary, dates needed: From _____ to _____

_____ Replacement _____ New Position _____ Budgeted _____ Non-Budgeted

Name of Vacating Employee: _____

Reason for Vacancy or New Position: _____

Recruitment Method:

_____ Ads _____ Referrals _____ Recruiters