



# NEW LECTURER/STAFF REQUISITION FORM

Requested by : \_\_\_\_\_ Position : \_\_\_\_\_  
Date of request : \_\_\_\_\_ Date new hire needed : \_\_\_\_\_  
Job title/ position : \_\_\_\_\_ Department : \_\_\_\_\_

## REASON FOR REQUEST

€ New      € Replacement

## REPLACEMENT FOR (Employee Name)

## REQUIRED PERIOD OF EMPLOYMENT

€ Fulltime

€ Temporary\*

\*Date: From

to

€ Part time

€ Internship\*

\*Time: From

to

## MAIN RESPONSIBILITIES

## REQUIRED KNOWLEDGE & SKILLS

Hard Skills (computer/accounting/language/etc)

Soft Skills (interpersonal/intrapersonal/etc)

## EXPERIENCE

Relevant Working Experience

Min. Level of Education

Fields of Study (for Lecturer)

## SPECIAL QUALIFICATION(S)

## OTHER INFORMATION (By Personnel Manager)

Requested by :  
Head/Dean/Director

Received by :  
Head of HRD

Acknowledged by:  
Head/Dean/Director

Approved by:  
CEO

