

NEW LECTURER/STAFF REQUISITION FORM

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

REASON FOR REQUEST		REPLACEMENT FOR (Employee Name)
<input type="checkbox"/> New	<input type="checkbox"/> Replacement	

REQUIRED PERIOD OF EMPLOYMENT			
<input type="checkbox"/> Fulltime	<input type="checkbox"/> Temporary*	*Date: From	to
<input type="checkbox"/> Part time	<input type="checkbox"/> 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 _____