

MANPOWER REQUISITION FORM

HUMAN RESOURCES FORMATS

Format No. : Rev. No. & Date. :	Document No. : Date. :
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Department	Requested by	Position Name

<u>Reason for vacancy</u>	<u>Type</u> <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> New position
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Internal Arrangement Acceptable?
If, yes proposed name of employee

YES / NO

Name of Employee:

Qualification requirements or equivalent

Experience required

Expected system knowledge

I.T. Skill

Expected date of joining	Under supervision	Brief Description of works

Requester sign. – Sign.	Human resource
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