



RECRUITMENT REQUEST FORM

Please complete this form, attach the current job description, organisational chart and obtain appropriate signature approvals. Submit completed and approved Recruitment Request to HR Dept.

Position to Recruit Completed by Manager

Company

Location

Store Location (if applicable)

Position Title

Position Grade on Salary Chart

Employment Status

Working Schedule / Shift

Reason for Request

If a replacement post, who is it replacing?

Date of Request

Commencement Date (Min 10 days from request)

Specific Qualifications or Requirements - Drivers
License, Credentials, Certificates, Previous Experience,
Special Qualifications

Requested Recruitment Process

If Referral, Name/Contact of Referred Applicant

Authorizing Signatures

SIGN AND DATE

Submitted By

Authorizing Official

I have attached all relevant documents for approval

Yes

No