

**MANPOWER REQUISITION FORM**



To: **Human Resources Manager**

Company : \_\_\_\_\_

Department : \_\_\_\_\_

Position to be hired : \_\_\_\_\_

No. of Staff Required : \_\_\_\_\_

Required In : one month / two months / three months

New Hire

Replacement

Full Time

Part Time

Name of staff to be replaced (if any)

1 \_\_\_\_\_  
2 \_\_\_\_\_

3 \_\_\_\_\_  
4 \_\_\_\_\_

Requirements: *(A copy of JOB DESCRIPTION must be submitted together with this form)*

a) Qualifications : \_\_\_\_\_

b) Working Experience : \_\_\_\_\_

c) Salary Range : \_\_\_\_\_

d) Nationality : \_\_\_\_\_

e) Race :

Requested By:

Approved By:

\_\_\_\_\_  
Name:

Designation:

\_\_\_\_\_  
Kristin Chong

Capabilities Development Director

**FOR HR DEPT USE ONLY**

Date Received:

Action: