[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Manpower Requisition Form

Request approval for a new role or a replacement hire.

Request details

Department: _____ **Role:** _____

Number of positions: _____ **Employment type:** _____

Work location: _____ **Required start date:** _____

Requested by: _____ **Date of request:** _____

Reason for the request

[ ] New role **[ ]** Replacement for [Name of employee leaving]

[ ] Growth in workload **[ ]** [Other reason]

Duties summary

[Main duty 1] [Main duty 2] [Main duty 3] [Main duty 4]

Required qualifications

(1) Requirement: Education

Details: _____ **Essential or desirable:** _____

(2) Requirement: Experience

Details: _____ **Essential or desirable:** _____

(3) Requirement: Skills

Details: _____ **Essential or desirable:** _____

(4) Requirement: _____

Details: _____ **Essential or desirable:** _____

Salary and budget

Salary range: [Minimum salary] **to** [Maximum salary] [Currency]

Benefits: _____ **Budget approved:** _____

Budget code: _____

Approvals

Approver	Name	Signature	Date	Decision
Requesting manager	**[Requesting manager name]**		**[DD Month YYYY]**	**[Approved / Not approved]**
Human Resources	**[HR contact name]**		**[DD Month YYYY]**	**[Approved / Not approved]**
Finance	**[Finance contact name]**		**[DD Month YYYY]**	**[Approved / Not approved]**

[Company name]

Approver	Name	Signature	Date	Decision
Director	**[Director name]**		**[DD Month YYYY]**	**[Approved / Not approved]**

Notes [Notes]

Document control

Document: Manpower Requisition Form Prepared by: _____

Owner: _____ Version: 1.0

Date: _____