Employment Requisition Form

**Purpose:** This form is used to get the required approvals for all new staff.

**Directions:** Please complete the following information and attach a detailed Job Description.

**Position Title:** ____________________________________________________________

**Salary Range:** ____________________________________________________________

**Department:** ____________________________________________________________

**Employment Status** (check appropriate entry)

☐ Full-time ☐ Part-time If part-time, number of anticipated weekly hours ______

**Hiring Chairperson/Supervisor** ______________________________ Date: _____________

**Vice President** ______________________________ Date: _____________

**President** ______________________________ Date: _____________