

Employee Staff Request Form

(This form must be completed and approved before any recruitment process can be initiated)

Job Title: _____ Department: _____

Type of Request

New Renewal Replacement Change in Employment Status

Please state the reason for this request:

Employment Status

Temporary Part Time Full time Seasonal

Is this position a part of your approved organization structure?

Yes No

Job Responsibilities:

Expected Start date: ___/___/___

APPROVED BY

Date:

Department Supervisor: _____

___/___/___

Campus Bursar: _____

___/___/___

President: _____

___/___/___

For Human Resources Use only:

Positions require advertising: Yes No

All Approvals obtained: Yes No

Date revised 27/05/13

