**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.

<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary Range:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Employment Status (check appropriate entry)**

- Full-time [ ]
- Part-time [ ]
- No. of anticipated weekly hours [ ]

**Hiring Chairperson/Supervisor**

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**Senior VP**

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**President**

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