



## Job Requisition Form

Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

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

Hiring Manager: \_\_\_\_\_

Status:

☐ Full-time ☐ Part-time ☐ Salaried ☐ Hourly

Shift Time: \_\_\_\_\_ Preferred Start Date: \_\_\_\_\_

Recommended Salary Range: \_\_\_\_\_

Reason for Recruitment

☐ Replacement position

Name of person being replaced \_\_\_\_\_

☐ New position *(job description attached)*

Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

HR Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Please email this to [hrforms@varietyfoodservices.com](mailto:hrforms@varietyfoodservices.com)