[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. Add or remove table rows to fit your needs. 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

Field	Entry
Department	**[Department]**
Role	**[Role title]**
Number of positions	**[Number of positions]**
Employment type	**[Employment type, for example full time or part time]**
Work location	**[Work location]**
Required start date	**[Required start date]**
Requested by	**[Requesting manager name]**
Date of request	**[DD Month YYYY]**

Reason for the request

☐	Reason
☐	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

Requirement	Details	Essential or desirable
Education	**[Required education]**	**[Essential or desirable]**
Experience	**[Required experience]**	**[Essential or desirable]**

[Company name]

Requirement	Details	Essential or desirable
Skills	**[Required skills]**	**[Essential or desirable]**
[Other requirement]	**[Details]**	**[Essential or desirable]**

Salary and budget

Field	Entry
Salary range	**[Minimum salary]** to **[Maximum salary]** **[Currency]**
Benefits	**[Benefits offered]**
Budget approved	**[Yes / No]**
Budget code	**[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]**
Director	**[Director name]**		**[DD Month YYYY]**	**[Approved / Not approved]**

Notes

[Notes]

Document control

Field	Entry
Document	Manpower Requisition Form
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	1.0
Date	**[DD Month YYYY]**