Ashford Business Services Ltd

Manpower Requisition Form

Request approval for a new role or a replacement hire.

Request details

Field	Entry
Department	**Operations**
Role	**Role title as agreed at the meeting.**
Number of positions	**Number of positions**
Employment type	**10:30 am**
Work location	**Boardroom, 12 Church Street, Birmingham**
Required start date	**9 November 2026**
Requested by	**Sarah Mitchell**
Date of request	**9 November 2026**

Reason for the request

☐	Reason
☐	New role
☐	Replacement for **James Patel**
☐	Growth in workload
☐	**Other reason as agreed at the meeting.**

Duties summary

- **Main duty 1**
- **Main duty 2**
- **Main duty 3**
- **Main duty 4**

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Required qualifications

Requirement	Details	Essential or desirable
Education	**Required education**	**Essential or desirable**
Experience	**Required experience**	**Essential or desirable**
Skills	**Required skills**	**Essential or desirable**
Other requirement	**Details are set out in the attached schedule.**	**Essential or desirable**

Salary and budget

Field	Entry
Salary range	**£45.00** to **£45.00 GBP**
Benefits	**Benefits offered**
Budget approved	**Yes**
Budget code	**Budget code**

Approvals

Approver	Name	Signature	Date	Decision
Requesting manager	**Sarah Mitchell**		**9 November 2026**	**Approved / Not approved**
Human Resources	**Helen Morris**		**9 November 2026**	**Approved / Not approved**
Finance	**Helen Morris**		**9 November 2026**	**Approved / Not approved**
Director	**David Okafor**		**9 November 2026**	**Approved / Not approved**

Notes

Notes as agreed at the meeting.

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Document control

Field	Entry
Document	Manpower Requisition Form
Prepared by	**Emma Clarke, Office Manager**
Owner	**Tom Whitfield, Finance Manager**
Version	1.0
Date	**9 November 2026**