



## STAFF REQUISITION FORM

Position Title: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Work Location (City, State): \_\_\_\_\_

Job Function: \_\_\_\_\_

Clearance Requirements:

\_\_\_\_\_

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

HM/ Boss Approver: \_\_\_\_\_ Desired Start Date: \_\_\_\_\_

**Contingency (please select all that apply):**

- Contingent on Task Award and Funding
- Contingent on Customer Approval
- Contingent upon interim security clearance
- Contingent upon client-specific background check (i.e., DHS clearance)
- Not Contingent upon any of the above

Position Type : \_\_\_\_\_ Employment Type: \_\_\_\_\_

FLSA Status: \_\_\_\_\_ Citizenship Required : \_\_\_\_\_

Number of positions : \_\_\_\_\_

Travel Required: \_\_\_\_\_ Estimated Percentage: \_\_\_\_\_

Certifications: \_\_\_\_\_

Notes to Recruiter:

**\*\*\*Insert description on pg.2 before signing or requesting approvals\***

Hiring Manager Approval/Date: \_\_\_\_\_

Program Manager Approval/Date: \_\_\_\_\_

Vice President Approval/ Date: \_\_\_\_\_

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



## STAFF REQUISITION FORM

**Job Description (Required Information: job duties, required skills, & required education):**

A large, empty rounded rectangular box with a blue border, intended for entering the job description details.