



## STAFF REQUISITION FORM

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

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

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

Clearance Requirements:

\_\_\_\_\_

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

Program Manager: \_\_\_\_\_ Desired Start Date: \_\_\_\_\_

Salary Range (to – from): \_\_\_\_\_

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: minimal 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 REQUISTION FORM

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