



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):