



RECRUITMENT REQUEST FORM FROM CLIENT

Recruiting will not commence until this form is completed and signed by the client with a Job Description attached.

Date: _____

Company/Unit: _____ Department: _____

Job Title: _____ Code (Internal): _____

Tick If: New Position Replacing Existing Staff Member

Reason for New Position:

Position Reports to:

Proposed Salary: R _____

Existing Staff Salary: R _____

Target Starting Date: _____

Benefits/Allowances:

Length of Probationary Period: _____

Department Head: _____ Date: _____

HUMAN RESOURCES

Comments:

Human Resources Representative: _____ Date: _____

AUTHORISATION

Authorized Signature: _____ Date: _____
