



To: Human Resources Dept.		From : _____	Date: _____
Please identify suitable candidate to fill the following Vacancy:			
Position/Title: _____	Grade & Level: _____	Div/Dept: _____	Location: _____
Reports to: _____		Date Required by: _____	No of candidates: _____
Job Summary:(Refer to Job Description)			
Minimum Work Experience/Knowledge Requirements:			
Requirements			
Education(Specify):			
Professional Qualification(Specify):			
Nationality:	<input type="checkbox"/> Local	<input type="checkbox"/> Arabs	<input type="checkbox"/> Other
Languages:	<input type="checkbox"/> Arabic	<input type="checkbox"/> English	<input type="checkbox"/> Other
Experience	<input type="checkbox"/> Essential	<input type="checkbox"/> Desirable	
Position:	<input type="checkbox"/> New	<input type="checkbox"/> Replacement	Result of Transfer/Promotion/Termination
	(All new roles require DHR Sign: _____)		Name of Leaver _____
	<input type="checkbox"/> Budgeted	<input type="checkbox"/> Not Budgeted	Gross Salary _____
	(Require MD Signature: _____)		
Requested by:			
Date:	_____		
Position:	_____		
Name:	_____		
		Date:	_____
Signature:			
HR Only	Role Filled by	1.) _____	DOJ 1.) _____
		2.) _____	2.) _____
		3.) _____	3.) _____
		4.) _____	4.) _____