

Personnel Requisition
人事申请表

Department:..... Section:.....
部门: 小组:

Position / Title:..... No. Required:.....
职位/头衔: 用人编号:

Salary:..... Contract / Min.Service Period:.....
工资: 合同/最短工作时间:

Replacement for:..... Last working day:.....
补缺: 上一个工作日:

Date Required:..... Job Description attached?.....
用人日期: 相关职位描述:

If an addition to manning, Please give full explanation below:
若需增加人员配备, 请在以下区域充分填写理由:

.....
.....
.....

Remarks:
备注:

.....

Initiated by:..... Date:.....
Department Head
发起人: 日期:

部门主管

Reviewed by:..... Date:.....

Human Resources Manager

审核人: 日期:

人力资源部经理

Approved by:..... Date:.....

Director of Finance

批准人: 日期:

财务主任

Approved by:..... Date:.....

General Manager

批准人: 日期:

总经理