



BMC International College

Enriching Lives since 1966

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UEN: 200006772H. ERF Registration: 20-05-2014 to 19-05-2018.

MANPOWER REQUISITION FORM

REQUISITION RAISED BY	
Department's Name	:
Officer's Name	:
Designation of the Officer	:
Date of Requisition	:
DETAILS OF REQUISITION	
Position Requested	:
Type of Requisition	: <input type="checkbox"/> New Recruitment <input type="checkbox"/> Replacement
No of Staff Requested for the Position	:
Expected Closing Date for Recruitment	: <input type="checkbox"/> 2 weeks from date of requisition <input type="checkbox"/> 1 month from date of requisition <input type="checkbox"/> 2 months from the date of requisition <input type="checkbox"/> 3 months from the date of requisition
POSITION DETAILS	
Status of Employment	: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Freelance
Position's Type	: <input type="checkbox"/> Non-Teaching <input type="checkbox"/> Teaching
Education Requirement (s)	:
Experience Requirement (s)	: <input type="checkbox"/> Less than 1 year <input type="checkbox"/> Minimum 1 year <input type="checkbox"/> Minimum 3 years <input type="checkbox"/> More than 5 years Candidate to possess: <input type="checkbox"/> Relevant experience <input type="checkbox"/> The department accepts non-relevant experience for this position
Expected Traits/Quality	: <input type="checkbox"/> Leadership <input type="checkbox"/> Supervision <input type="checkbox"/> Ordinary Functional / Operation
Any other special requirement (s)	:
Description of Job Duties	:
Signature of Officer	:

HR RECOMMENDATION	
HR <input type="checkbox"/> recommends <input type="checkbox"/> does not recommend this requisition	
Reason :	
HR Signature	:
Date	:
THE MANAGEMENT'S APPROVAL	
The Management <input type="checkbox"/> approves <input type="checkbox"/> does not approve this requisition	
Signature	:
Date	:

OUTCOME (By HR)			
Recruitment Type		Recruitment Date/Period	
Total Applicants		Total Applicant(s) Hired	
Date Job Filled		HR Endorsement	

HR Form / Version 2 / Date : 20th May 2014

•ADMIRALTY •ANG MO KIO •BUKIT MERAH •JURONG EAST •S'PORE SHOPPING CTR



UEN: 200006772H. ERF Registration: 20-05-2014 to 19-05-2018.

Cert No.: EDU-3-3085
Validity: 02-03-2014 to 01-03-2015