



FOSTER FUELS, INC.

New Employee Requisition

Requisition Number: _____

Applicant Information

Hiring Manager: _____ Date: _____

Selection Team: _____

Job Title: _____

Department: _____ Job Location: _____

☐ Exempt ☐ Non Exempt ☐ New ☐ Replace: _____

Job Summary

Provide a brief summary of the job and what the individual hired will be doing

Duties and Responsibilities:

Required Skills:

Preferred Skills:

Competencies:

Other Comments:

Supervisor Signature *Date*

Department Head Signature *Date*

Human Resources Signature *Date*

For HR Department Completion

Date Job Posted: _____ Date Job Filled: _____ Time to File: _____

Candidate: _____ DOH: _____

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.