



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: _____