



جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

RECRUITMENT POLICY

Form #	AD-100-F1	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

EMPLOYMENT REQUEST FORM

Date: / /

Position Title:	
Department:	Report to:
Number of Employees:	Recommended Date of Appointment:
Employment Purpose: <input type="radio"/> Resignation <input type="radio"/> Replacement <input type="radio"/> Work Expansion <input type="radio"/> Other: _____	
Position Nature: <input type="radio"/> New <input type="radio"/> Current <input type="radio"/> Other: _____	
Work Nature: <input type="radio"/> Permanent <input type="radio"/> Part-time <input type="radio"/> On project <input type="radio"/> Other: _____	
Salary Nature: <input type="radio"/> As company policy <input type="radio"/> Per project budget <input type="radio"/> Other: _____	
Does the position have a Job description? <input type="radio"/> Yes <input type="radio"/> No <i>If No, please fill job description form</i>	
Does the job description need to be modified? <input type="radio"/> Yes <input type="radio"/> No <i>If Yes, list the modifications here:</i>	
Applicant Name and Signature:	Date:
Department Head Name and Signature:	Date:

Administrative Committee / HR Department

Recruitment Source: <input type="radio"/> External <input type="radio"/> Internal	Recruitment Method: <input type="radio"/> Agency <input type="radio"/> Website <input type="radio"/> Other: _____
Application Approved? <input type="radio"/> Yes <input type="radio"/> No	If not approved, state reasons:
Comments: <i>Handwritten notes in Arabic: "الرجاء التكرم بالرد على البريد الإلكتروني"</i>	
HR Director Name and Signature: <i>Handwritten signature: Bats</i>	Date:

