**Request for Supplemental Manpower**

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| **General Information** |
| Department Name |  |
| Requester Name & Title |  |
| Type of Request | **Planned** [ ]  **Unplanned** [ ]  |
| Current Total Head Count | **Saudi:** [ ]  **Non-Saudi:** [ ]  |
| Department’s Saudization Rate |  |
| **Slot Availability**  |
| Slot to be Utilized |  |
| Number of Slot Allotted |  | Available slot |  |
| **Position Details** |
| Nature of Position |  | Target Education/Degree |  |
| IF not listed, please specify |  | Target Years of Experience |  |
| Job Function |  | Gender Preference  |  |
| Urgency |  | Target Nationality |  |
| **Nature of Request** | **Reporting Line** |
| Vacant Position |[ ]  Reporting to |  |
| Replacement Due to Resignation |[ ]  Next Reporting Line |  |
| Replacement Due to Termination |[ ]   |
| Replacement Due to Transfer |[ ]   |
| Other (please specify) |  |
| **Main Job Functions/Tasks** |
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***\*Please attached Job Description*** | *
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| **Reviewed and Recommended by** |
| **Department Manager/Director** |  |
| **Signature** |
| **Date** |