



Requisition to Hire

Requested By: _____ Date: _____

Location: Asheville or Old Fort or Morganton

FOH or BOH or Brewery or Admin

Full-Time or Part-Time

Title of Position Needed: _____

Date Needed: _____

Replacement: Yes or No

If replacement - name of team member replacing: _____

Addition (including new position): Yes or No

If addition - reason for addition: _____

**If new position - is job description complete and approved: Yes or No

Signature of Requesting Manager _____ Date: _____

Approvals:

Operations Manager Signature: _____ Date: _____

Please forward to HR Manager for processing

For HR use only - Filled by: _____ Date: _____