



**Personnel Recruitment Request Form**

Name of Company : \_\_\_\_\_ Date: \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

CPF Ref No : \_\_\_\_\_ Contract Period: \_\_\_\_\_

Contact Person : \_\_\_\_\_ Tel / Fax: \_\_\_\_\_

No. of Personnel Needed: \_\_\_\_\_ Levy: \_\_\_\_\_

Position : \_\_\_\_\_

Job Specifications : \_\_\_\_\_  
\_\_\_\_\_

Working Hrs & Days : \_\_\_\_\_

Salary Per Day / Month : \_\_\_\_\_

Overtime Hrs & Rate : \_\_\_\_\_

Age / Gender Preference: \_\_\_\_\_

Accommodation Address: \_\_\_\_\_

Other Preferences / Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorized SG Quest Pte Ltd to recruit the above personnel/s according to the said requirements for and on behalf of our company.

\_\_\_\_\_  
Name & Signature of Requestor

\_\_\_\_\_  
Company Stamp