



Tikigaq Corporation & Subsidiaries Personnel Requisition Form

<input type="checkbox"/> Agviq, LLC <input type="checkbox"/> TFS, LLC <input type="checkbox"/> AES, LLC <input type="checkbox"/> Point Hope Native Store <input type="checkbox"/> TC Fuel, LLC <input type="checkbox"/> Tikigaq Construction, LLC <input type="checkbox"/> Tikigaq Corporation <input type="checkbox"/> Other _____	
Department:	Job Title:
No. of Personnel:	Pay Range:
Date Required:	<input type="checkbox"/> Full-Time
Application Deadline: <i>(if applicable)</i>	<input type="checkbox"/> Part-Time _____ Hours per week
	<input type="checkbox"/> Temporary From _____ To _____
Reason for Requisition: <i>(if replacement, name of employee being replaced)</i>	
Specific Duties to be performed:	
Education Requirements:	Special Knowledge/Skills:
Additional Requirements:	IT Equipment Request PC <input type="checkbox"/> New <input type="checkbox"/> Existing Monitor <input type="checkbox"/> New <input type="checkbox"/> Existing Docking Station <input type="checkbox"/> New <input type="checkbox"/> Existing Mouse & Keyboard <input type="checkbox"/> New <input type="checkbox"/> Existing Cellphone <input type="checkbox"/> New <input type="checkbox"/> Existing Other: _____
Approval Signatures	Human Resources Use Only
Hiring Supervisor/Manager	Date Received: _____ Initials _____
<div style="border: 2px solid green; border-radius: 15px; padding: 10px; display: inline-block;"> <p style="margin: 0;">APPROVED</p> <p style="margin: 0;"><i>By Sarah Stone at 3:16 pm, Jul 03, 2024</i></p> </div>	Posting Date: _____ Initials _____
General Manager	Date Closed: _____ Initials _____
_____	Additional Notes:
Signature _____ Date _____	
Executive (CEO, COO or CFO)	

Signature _____ Date _____	