



Insulation Supply Co.

1901 Harpers Way
Torrance, CA 90501

Phone: (310) 320-9400 FAX: (310) 533-0783

Personnel Requisition Form

This form is used to initiate the recruitment process for all positions at INSCO.

Date: _____

Position Information

Position title: _____

Job description exists on file or Working job description attached

Anticipated start date: _____

Requested salary range: \$_____ to \$_____

Check all that apply:

- Full Time
- Part Time
- Temporary

Is this position...

- New
- Replacement

Your preference:

- Hiring a full time regular employee
- Using a staffing firm to hire a temp or temp-to-perm

Other considerations:

Requesting supervisor/manager

Executive approval