



Recruitment Requisition Questionnaire – Confidential

This form should be completed as far as possible and emailed to [enquiry@albalinks.com](mailto:enquiry@albalinks.com)  
or faxed to +60 3 33440367

**Section 1 – Employers Details**

Company Name

Office Address

Contact Name

Office Telephone Number

Mobile Telephone Number

Email address

ALBA LINKS LTD (LL06596)

Registered office

Level 2, Lot 19, Lazenda Commercial Centre Phase 3, 87007, Labuan, Malaysia



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**Section 2 – Vacancy Details**

Whilst not all questions need to be answered, please provide as much information as possible to assist in the search and selection process. A separate sheet may be used if additional space is required.

1. Job title of vacancy to be filled

2. Brief description of responsibilities to be fulfilled

3. Number of vacancies

4. Approximate duration of appointment

5. Brief description of qualifications and experience required

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6. Location of position, (e.g. office or site based)

7. Required starting date

8. Anticipated weekly working hours

9. Anticipated remuneration (please indicate currency and also include details of allowances, and whether any element is negotiable or not)

10. Is formal client (end user) approval of candidate required?

11. Can candidate be telephone interviewed for client approval purposes?

12. Any other salient information

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