

## BEAR RIVER HEAD START EMPLOYMENT REQUISITION

Coordinators and Supervisors: Have form completed and signed before action is requested.

<p><i>If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:</i></p> <p><b>Diane Midkiff</b>          Phone: 755-0081, ext. 242          FAX: 755-0125</p>	<p>Date of Request: <u>8/17/15</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Child Dev. substitute</u></p> <p>Check Program: _____ Early Head Start <input checked="" type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>CB</u> Center Location: <u>AU</u></p>
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u>) <input checked="" type="checkbox"/> 9 ½ Month Position _____ Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) _____ 12 Month Position <input checked="" type="checkbox"/> Hours Fixed</p> <p>_____ Temporary (Period _____ to _____)</p>	
<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p>_____ Vacation</p>	<p>Benefits:</p> <p><input checked="" type="checkbox"/> Medical Insurance</p> <p><input checked="" type="checkbox"/> Personal Leave</p> <p><input checked="" type="checkbox"/> 403B Retirement Plan</p>
<p>Desired Hire Date: <u>9/18/15</u></p>	
<p>Rate of Pay: \$ <u>11.41</u> (Circle) <input checked="" type="radio"/> Hour Pay Period / Month Grade: <u>20</u> Step <u>1</u></p>	
<p>Special Needs:</p> <p>_____</p> <p>_____</p>	

OPENING DATE: 8/18/15 (Allow 2 days after completion for opening date.) CLOSING DATE: 8/31/2015 (Allow 10 working days from opening to closing.)

APPROVED BY: (Signatures authorize expense of advertising this position in newspapers and placing ad with local employment agencies.)

K. Useche Coordinator  
Verbal approval Program Director (verbal confirmation)  
Diane Midkiff Fiscal Office

Distribution of completed form:

_____ PHS Receptionist	_____ Parent Involvement Specialist - EHS
_____ EHS Receptionist	_____ Parent Involvement Specialist - PHS
_____ PHS Secretary	_____ Coordinator/Supervisor Requesting Action
_____ Fiscal Assistant/Fiscal Officer	_____ Hiring File for Position