

# 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>9-19-16</u> Action Requested by: <u>R. Torbenson</u></p> <p>POSITION REQUESTED: <u>Child Development General Substitute</u></p> <p>Check Program: <input type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>Homebased</u> Center Location: _____</p>
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day _____) <input checked="" type="checkbox"/> 9 ½ Month Position <input checked="" type="checkbox"/> Hours Variable</p> <p><input type="checkbox"/> Part Time (No. Hrs. Week _____) <input type="checkbox"/> 12 Month Position <input type="checkbox"/> Hours Fixed</p> <p><input type="checkbox"/> Temporary (Period _____ to _____)</p>	
<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input type="checkbox"/> Vacation</p>	<p>Benefits:</p> <p><input checked="" type="checkbox"/> Medical Insurance</p> <p><input checked="" type="checkbox"/> Personal Leave</p> <p><input type="checkbox"/> 403B Retirement Plan</p>
<p>Desired Hire Date: <u>10-13-16</u></p>	
<p>Rate of Pay: \$ <u>11.62</u> (Circle) <u>Hour</u> Pay Period / Month Grade: <u>20</u> Step <u>1</u></p>	
<p>Special Needs: <u>Spanish speaking preferred</u></p>	

OPENING DATE: 9-21-16 (Allow 2 days after completion for opening date.) CLOSING DATE: 10-4-16 (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.)

R. Torbenson Coordinator  
email approval Program Director (verbal confirmation)  
Diane Midkiff Fiscal Office

Distribution of completed form:

<input type="checkbox"/> PHS Receptionist	<input type="checkbox"/> Parent Involvement Specialist - EHS
<input type="checkbox"/> EHS Receptionist	<input type="checkbox"/> Parent Involvement Specialist - PHS
<input type="checkbox"/> PHS Secretary	<input type="checkbox"/> Coordinator/Supervisor Requesting Action
<input type="checkbox"/> Fiscal Assistant/Fiscal Officer	<input type="checkbox"/> Hiring File for Position