

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

2 positions

<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>Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125</p>	<p>Date of Request: <u>4-18-17</u> Action Requested by: <u>R. Tolberson</u></p> <p>POSITION REQUESTED: <u>EHS Cook / Janitor</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start</p> <p>Focus Area: _____ Center Location: <u>Coeur</u></p>
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Status:

<input type="checkbox"/> Regular (No. Hrs. Day _____)	<input type="checkbox"/> 9 1/2 Month Position	<input type="checkbox"/> Hours Variable
<input checked="" type="checkbox"/> Part Time (No. Hrs. Week _____)	<input checked="" type="checkbox"/> 12 Month Position	<input checked="" type="checkbox"/> Hours Fixed
<input type="checkbox"/> Temporary (Period _____ to _____)		


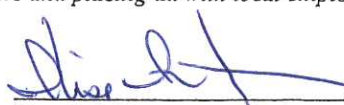
<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input checked="" type="checkbox"/> Vacation</p>	<p>Benefits:</p> <p><input type="checkbox"/> Medical Insurance</p> <p><input checked="" type="checkbox"/> Personal Leave</p> <p><input type="checkbox"/> 403B Retirement Plan</p>	<p>Desired Hire Date:</p> <p><u>5-7-17</u></p>
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Rate of Pay: \$ 10.66 (Circle) Hour Pay Period / Month **Grade:** 4 **Step:** 8

Special Needs: Two positions Morning 7:30 - 11:30 am
Afternoon 2:00 - 6:00 p.m.

OPENING DATE: 4-18-17 (Allow 2 days after completion for opening date.) **CLOSING DATE:** 7-18-17 (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.)*

 _____ Coordinator	<u>verbal approval</u> _____ Program Director <small>(verbal confirmation)</small>	 _____ Fiscal Office
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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