

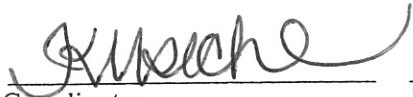
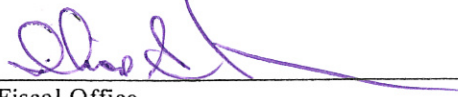
# BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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>  <i>Phone: 755-0081 ext. 242</i>  <i>FAX: 755-0125</i></p>	<p>Date of Request: <u>6/16</u>      Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Box Elder TA (2)</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>Box Elder</u></p>	
<p><b>Status:</b></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><b>Benefits after one year's employment:</b></p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p>_____ Vacation</p>	<p><b>Benefits:</b></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><b>Desired Hire Date:</b></p> <p><u>8/7/15</u></p>
<p>Rate of Pay: \$ <u>8.89</u>      (Circle) <u>Hour</u> / Pay Period / Month      Grade: <u>3</u>      Step: <u>3</u></p>		
<p><b>Special Needs:</b></p> <p>_____</p> <p>_____</p>		

OPENING DATE: 6/18/2015      CLOSING DATE: 7/01/2015  
(Allow 2 days after completion for opening date.)      (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>pre-approved</u> Program Director <i>(verbal confirmation)</i>	 Fiscal Office
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Distribution of completed form:

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