

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

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| <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>Kris Bersonnet Phone: 755-0081 FAX: 755-0125</p> | <p>Date of Request: <u>4.13.15</u> Action Requested by: <u>Nicolee Nielsen</u></p> <p>POSITION REQUESTED: <u>Family Advocate</u></p> <p>Check Program: <u>CC/EC</u> Early Head Start _____ Preschool Head Start _____</p> <p>Focus Area: <u>Cadre/Box Elder</u> Center Location: _____</p> | |
| <p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) _____ 9 ½ Month Position <input checked="" type="checkbox"/> Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> 12 Month Position _____ 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><input checked="" 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 checked="" type="checkbox"/> 403B Retirement Plan</p> | <p>Desired Hire Date:</p> <p><u>5.22.15</u></p> |
| <p>Rate of Pay: \$ <u>2131</u> (Circle) Hour / Pay Period / Month Grade: <u>20</u> Step <u>4</u></p> | | |
| <p>Special Needs:</p> <p>_____</p> <p>_____</p> | | |

OPENING DATE: 4.15.15 (Allow 2 days after completion for opening date.) CLOSING DATE: 4.28.15 (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.)

[Signature] Coordinator
 [Signature] Program Director (verbal confirmation)
 [Signature] Fiscal Office

Distribution of completed form:

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