

**BEAR RIVER HEAD START
EMPLOYMENT REQUISITION**

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

<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> Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125	<p>Date of Request: <u>5/28/15</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Cache TA</u></p> <p>Check Program: <u> </u> Early Head Start <input checked="" type="checkbox"/> <u> </u> Preschool Head Start</p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Cache</u></p>									
<p>Status:</p> <table style="width: 100%;"><tr><td><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u>)</td><td><input checked="" type="checkbox"/> 9 ½ Month Position</td><td><u> </u> Hours Variable</td></tr><tr><td><u> </u> Part Time (No. Hrs. Week <u> </u>)</td><td><u> </u> 12 Month Position</td><td><input checked="" type="checkbox"/> Hours Fixed</td></tr><tr><td colspan="3"><u> </u> Temporary (Period <u> </u> to <u> </u>)</td></tr></table>		<input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u>)	<input checked="" type="checkbox"/> 9 ½ Month Position	<u> </u> Hours Variable	<u> </u> Part Time (No. Hrs. Week <u> </u>)	<u> </u> 12 Month Position	<input checked="" type="checkbox"/> Hours Fixed	<u> </u> Temporary (Period <u> </u> to <u> </u>)		
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<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><u> </u> 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>8/7/15</u></p>								
<p>Rate of Pay: \$ <u>8.89</u> (Circle) <u>Hour</u> / Pay Period / Month</p> <p>Grade: <u>3</u> Step <u>3</u></p>										
<p>Special Needs: <u>Spanish speaking required</u></p>										

OPENING DATE: May 29 (Allow 2 days after completion for opening date.) CLOSING DATE: June 11 (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.)

Useche

Coordinator

Program Director (verbal confirmation)

Fiscal Office

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