

# 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>12/7/16</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Cache Teacher</u></p> <p>Check Program: <u>Early Head Start</u> <input checked="" type="checkbox"/> <u>Preschool Head Start</u></p> <p>Focus Area: <u>Center Based</u> Center Location: _____</p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</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>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p>_____ 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>1-20-2017</u></p>
<p>Rate of Pay: \$ <u>2434</u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>21</u> Step <u>5</u></p>		
<p>Special Needs:</p> <p>_____</p> <p>_____</p> <p>_____</p>		

OPENING DATE: 12/07/2016 CLOSING DATE: 12/19/2016  
*(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.)*

K Useche  
 Coordinator

pre-approved  
 Program Director (verbal confirmation)

pre-approved  
 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