

# BEAR RIVER HEAD START EMPLOYMENT REQUISITION

8 positions

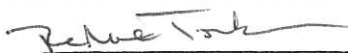

ECP - EHS Expansion

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>Kris Bersonnet</b>          Phone: 755-0081          FAX: 755-0125</p>	<p>Date of Request: <u>1-3-17</u> Action Requested by: <u>Renae Torbenson</u></p> <p>POSITION REQUESTED: <u>EHS Infant/Toddler Teacher</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>Early Head Start</u> Center Location: <u>Coche County</u></p>		
<p><b>Status:</b></p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <input type="checkbox"/> 9 1/2 Month Position <input type="checkbox"/> Hours Variable</p> <p><input type="checkbox"/> Part Time (No. Hrs. Week <u>        </u>) <input checked="" type="checkbox"/> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed</p> <p><input type="checkbox"/> Temporary (Period <u>        </u> to <u>        </u>)</p>			
<p><b>Benefits after one year's employment:</b></p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input checked="" type="checkbox"/> Vacation</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> <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> </td> <td style="width: 40%; padding: 5px;"> <p><b>Desired Hire Date:</b></p> <p><u>1-19-17</u></p> </td> </tr> </table>	<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>1-19-17</u></p>
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<p>Rate of Pay: \$ <u>2317</u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>21</u> Step <u>3</u></p>			
<p><b>Special Needs:</b></p> <p><u>applicants must submit transcripts and resume with application</u></p>			

OPENING DATE: 1-3-17 (Allow 2 days after completion for opening date.) CLOSING DATE: 1-13-17 (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	<p><u>pre-approved</u></p> Program Director (verbal confirmation)	 Fiscal Office
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Distribution of completed form:

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