


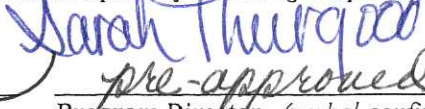
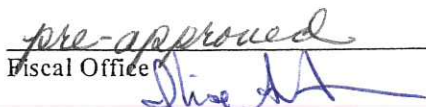
# BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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:</i> 755-0081, ext. 242  <i>FAX:</i> 755-0125</p>	<p>Date of Request: <u>12/7/16</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Child Dev. Assistant</u></p> <p>Check Program: <u>      </u> Early Head Start <u>X</u> <u>      </u> Preschool Head Start</p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Cache</u></p>	
<p>Status:</p> <p><u>X</u> Regular (No. Hrs. Day <u>6.5</u>) <u>X</u> 9 ½ Month Position <u>      </u> Hours Variable</p> <p><u>      </u> Part Time (No. Hrs. Week <u>      </u>) <u>      </u> 12 Month Position <u>X</u> Hours Fixed</p> <p><u>      </u> Temporary (Period <u>      </u> to <u>      </u>)</p>		
<p>Benefits after one year's employment:</p> <p><u>X</u> SEP Retirement Plan</p> <p><u>      </u> Vacation</p>	<p>Benefits:</p> <p><u>X</u> Medical Insurance</p> <p><u>X</u> Personal Leave</p> <p><u>X</u> 403B Retirement Plan</p>	<p>Desired Hire Date:</p> <p><u>1-20-2017</u></p>
<p>Rate of Pay: \$ <u>11.62</u> (Circle) <u>Hour</u> / Pay Period / Month Grade: <u>20</u> Step <u>1</u></p>		
<p>Special Needs:</p> <p>_____</p> <p>_____</p> <p>_____</p>		

OPENING DATE: 12/07/2016 (Allow 2 days after completion for opening date.) CLOSING DATE: 12/19/2016 (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	 Program Director (verbal confirmation)	 Fiscal Officer
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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