

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>Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125</p>	Date of Request: <u>6/16/17</u> Action Requested by: <u>Krista Useche</u> POSITION REQUESTED: <u>Teacher Assistant</u> Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start Focus Area: <u>Center Based</u> Center Location: <u>Soda Springs</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u>) <input checked="" type="checkbox"/> 9 ½ Month Position _____ Hours Variable _____ Part Time (No. Hrs. Week _____) _____ 12 Month Position <input checked="" type="checkbox"/> Hours Fixed _____ Temporary (Period _____ to _____)		
Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan _____ Vacation	Benefits: <input checked="" type="checkbox"/> Medical Insurance <input checked="" type="checkbox"/> Personal Leave <input checked="" type="checkbox"/> 403B Retirement Plan	Desired Hire Date: <u>8/14/17</u>
Rate of Pay: \$ <u>10.00</u> (Circle) <input checked="" type="radio"/> Hour / Pay Period / Month Grade: <u>3</u> Step <u>7</u>		
Special Needs: _____ _____ _____		

OPENING DATE: 6/22/17 (Allow 2 days after completion for opening date.) CLOSING DATE: 7/6/17 (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.)

Krista Useche Coordinator email approval Program Director (verbal confirmation) Diane Midkiff Fiscal Office

Distribution of completed form:

- | | |
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| _____ 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 |
|--|--|