

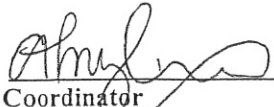

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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>Kris Bersonnet Phone: 755-0081 FAX: 755-0125</p>	<p>Date of Request: <u>5/11/15</u> Action Requested by: <u>Momi Christensen</u></p> <p>POSITION REQUESTED: <u>EHS Infant/Toddler teacher assistant</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>Centerbased</u> Center Location: <u>Cache County</u></p>									
<p>Status:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Regular (No. Hrs. Day <u> </u>)</td> <td><input type="checkbox"/> 9 ½ Month Position</td> <td><input type="checkbox"/> Hours Variable</td> </tr> <tr> <td><input checked="" type="checkbox"/> Part Time (No. Hrs. Week <u>30</u>)</td> <td><input checked="" type="checkbox"/> 12 Month Position</td> <td><input checked="" type="checkbox"/> Hours Fixed</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)</td> </tr> </table>		<input type="checkbox"/> Regular (No. Hrs. Day <u> </u>)	<input type="checkbox"/> 9 ½ Month Position	<input type="checkbox"/> Hours Variable	<input checked="" type="checkbox"/> Part Time (No. Hrs. Week <u>30</u>)	<input checked="" type="checkbox"/> 12 Month Position	<input checked="" type="checkbox"/> Hours Fixed	<input type="checkbox"/> 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><input checked="" type="checkbox"/> Vacation</p>	<p>Benefits:</p> <p><input checked="" type="checkbox"/> Medical Insurance</p> <p><input checked="" type="checkbox"/> Personal Leave</p> <p><input type="checkbox"/> 403B Retirement Plan</p>	<p>Desired Hire Date:</p> <p><u>6/19/2015</u></p>								
<p>Rate of Pay: \$ <u>8.89</u> (Circle) <u>Hour</u> Pay Period / Month Grade: <u>3</u> Step <u>3</u></p>										
<p>Special Needs:</p> <p><u>- Associates degree in early child development / education. willing to obtain a minimum age appropriate center base CDA (child development Associate.)</u></p> <p><u>- Minimum one year experience providing care to young children preferred.</u></p> <p><u>- Bilingual English/Spanish speaking preferred.</u></p>										

OPENING DATE: 5/22/15 (Allow 2 days after completion for opening date.) CLOSING DATE: 6/5/2015 (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	<u>verbal approval</u> _____ Program Director (verbal confirmation)	 _____ Fiscal Office
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Distribution of completed form:

<p>_____ PHS Receptionist</p> <p>_____ EHS Receptionist</p> <p>_____ PHS Secretary</p> <p>_____ Fiscal Assistant/Fiscal Officer</p>	<p>_____ Parent Involvement Specialist - EHS</p> <p>_____ Parent Involvement Specialist - PHS</p> <p>_____ Coordinator/Supervisor Requesting Action</p> <p>_____ Hiring File for Position</p>
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