

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>	<p>Date of Request: <u>8/10/18</u> Action Requested by: <u>Steph Wood</u></p> <p>POSITION REQUESTED: <u>PHS Child Development General Sub.</u> (on call)</p> <p>Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start</p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Box Elder</u></p>
<p>Status:</p> <p>_____ Regular (No. Hrs. Day _____) _____ 9 ½ Month Position <input checked="" type="checkbox"/> Hours Variable</p> <p><input checked="" type="checkbox"/> Part Time (No. Hrs. Week <u>as needed</u>) _____ 12 Month Position _____ Hours Fixed</p> <p>_____ Temporary (Period _____ to _____)</p>	
<p>Benefits after one year's employment:</p> <p>_____ SEP Retirement Plan</p> <p>_____ Vacation</p>	<p>Benefits:</p> <p>_____ Medical Insurance</p> <p>_____ Personal Leave</p> <p>_____ 403B Retirement Plan</p>
<p>Desired Hire Date: <u>ASAP</u></p>	
<p>Rate of Pay: \$ <u>13.50</u> (Circle) <u>Hour</u> / Pay Period / Month Grade: <u>21</u> Step <u>3</u></p>	
<p>Special Needs:</p> <p>_____</p> <p>_____</p>	

OPENING DATE: 8/10/18 (Allow 2 days after completion for opening date.) CLOSING DATE: until filled (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.)

[Signature] Coordinator
 approved Program Director (verbal confirmation)
 [Signature] Fiscal Office

Distribution of completed form:

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