

**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>7/17</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Box Elder TA</u></p> <p>Check Program: _____ Early Head Start <u>X</u> Preschool Head Start</p> <p>Focus Area: <u>CB</u> Center Location: <u>Box Elder</u></p>	
<p>Status:</p> <p><u>X</u> Regular (No. Hrs. Day <u>6.5</u>) <u>X</u> 9 ½ Month Position _____ Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) _____ 12 Month Position <u>X</u> Hours Fixed</p> <p>_____ Temporary (Period _____ to _____)</p>		
<p>Benefits after one year's employment:</p> <p><u>X</u> SEP Retirement Plan</p> <p>_____ 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>8/11/15</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: <u>Spanish speaking preferred</u></p>		

OPENING DATE: 7/17/15
(Allow 2 days after completion for opening date.)

CLOSING DATE: 7/31/15
(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

pre-approved
Program Director (verbal confirmation)

[Signature]
Fiscal Office

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