

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>8-15</u> Action Requested by: <u>Renee Torbensen</u></p> <p>POSITION REQUESTED: <u>EHS Infant Toddler Teacher</u></p> <p>Check Program: <u>X</u> Early Head Start _____ Preschool Head Start _____</p> <p>Focus Area: <u>EHS CB</u> Center Location: <u>West Loop</u></p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day _____) _____ 9 1/2 Month Position _____ Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) _____ <input checked="" type="checkbox"/> 12 Month Position _____ <input checked="" type="checkbox"/> Hours Fixed</p> <p>_____ Temporary (Period _____ to _____)</p>		
<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 checked="" type="checkbox"/> 403B Retirement Plan</p>	<p>Desired Hire Date:</p> <p><u>8-20-15</u></p>
<p>Rate of Pay: \$ <u>22.10</u> (Circle) Hour / Pay Period / <u>(Month)</u> Grade: <u>21</u> Step: <u>2</u></p>		
<p>Special Needs:</p> <p><u>using existing pools</u></p>		

OPENING DATE: N/A (Allow 2 days after completion for opening date.) CLOSING DATE: MA (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.)

Renee Torbensen
Coordinator

Olivia
Program Director (verbal confirmation)

Olivia
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