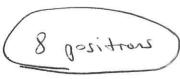
## BEAR RIVER HEAD START

## **EMPLOYMENT REQUISITION**



Coordinators and Supervisors: Have form completed and signed before action is requested.

| If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:  Diane Midkiff  Phone: 755-0081, ext. 242 | Date of Request: 11-21-16 Action Recognition Requested: ECPI EXP POSITION REQUESTED: Exp Early Head Strokes Area: 6 | Start Preschool Head Start          |
|--|---|-------------------------------------|
| FAX: 755-0125  |   |                                     |
| Status:  |   |                                     |
| Regular (No. Hrs. Day 89 ½ Month Position Hours Variable   |   |                                     |
| Part Time (No. Hrs. Week 12 Month Position Hours Fixed   |   |                                     |
| Temporary (Periodto)   |   |                                     |
|  |   |                                     |
| Benefits after one year's employment:  | Benefits:   |                                     |
| SEP Retirement Plan  | Medical Insurance   |                                     |
|  | Personal Leave  | Desired Hire Date:                  |
| Vacation   | Tersonal Leave  |                                     |
|  | 403B Retirement Plan  | 1-19-17                             |
|  |   |                                     |
| Rate of Pay: \$2317 (Circle Hour Pay Period Month Grade: 2) Step 3   |   |                                     |
| Special Needs:   |   |                                     |
| must submit transcripts of application   |   |                                     |
| Bilingual Engeral Spanah Speaking preferred.   |   |                                     |
|  |   |                                     |
| open for 3 months  |   |                                     |
| OPENING DATE: CLOSING DATE: 2017  (Allow 2 days after completion for opening date.)  (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.)  |   |                                     |
| 272  | Mad appliance   | as D                                |
| Coordinator Progra   | am Director (verbal confirmation) Fiscal  | Office                              |
|  |   |                                     |
| Distribution of completed form:<br>PHS Receptionist  | Parent  | Involvement Specialist - EHS        |
| EHS Receptionist   | Parent  | t Involvement Specialist - PHS      |
| PHS Secretary  |   | inator/Supervisor Requesting Action |
| Fiscal Assistant/Fiscal Officer  | Hiring  | File for Position                   |