

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 <i>Phone: 755-0081 ext. 242</i> <i>FAX: 755-0125</i></p>	<p>Date of Request: <u>4/20/16</u> Action Requested by: <u>Rachel Cook</u></p> <p>POSITION REQUESTED: <u>Health Asst.</u></p> <p>Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start</p> <p>Focus Area: _____ Center Location: _____</p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) _____ 9 ½ Month Position <input checked="" type="checkbox"/> Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> 12 Month Position _____ 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>5/25/16</u></p>
<p>Rate of Pay: \$ <u>11.07</u> (Circle) Hour / Pay Period / Month Grade: <u>18</u> Step <u>4</u></p>		
<p>Special Needs:</p> <p>_____</p> <p>_____</p> <p>_____</p>		

OPENING DATE: 5/03/2016 ~~4-21-16~~ (Allow 2 days after completion for opening date.)
 CLOSING DATE: 5/16/2016 ~~4-25-16~~ (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.)

<u>Rachel Cook</u> Coordinator	<u>verbal approval</u> Program Director (verbal confirmation)	<u>[Signature]</u> Fiscal Office
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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
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