

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:</i> 755-0081, ext. 242 <i>FAX:</i> 755-0125</p>	<p>Date of Request: <u>6/15/16</u> Action Requested by: <u>Krista Useebe</u></p> <p>POSITION REQUESTED: <u>Food Manager / Disabilities Assistant</u></p> <p>Check Program: <input type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Logan</u></p>
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Status:

<input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>)	<input checked="" type="checkbox"/> 9 ½ Month Position	<input type="checkbox"/> Hours Variable
<input type="checkbox"/> Part Time (No. Hrs. Week _____)	<input type="checkbox"/> 12 Month Position	<input checked="" type="checkbox"/> Hours Fixed
<input type="checkbox"/> Temporary (Period _____ to _____)		

<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input 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>8/15/16</u></p>
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Rate of Pay: \$ 10.47 (Circle) Hour / Pay Period / Month Grade: 4 Step 8

Special Needs: must be able to lift 50 lbs.

OPENING DATE: 6/20/16 (Allow 2 days after completion for opening date.) CLOSING DATE: 7/1/16 (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.)

K. Useebe Coordinator
 pre-approved Program Director (verbal confirmation)
 [Signature] Fiscal Office

- Distribution of completed form:
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| <input type="checkbox"/> PHS Receptionist | <input type="checkbox"/> Parent Involvement Specialist - EHS |
| <input type="checkbox"/> EHS Receptionist | <input type="checkbox"/> Parent Involvement Specialist - PHS |
| <input type="checkbox"/> PHS Secretary | <input type="checkbox"/> Coordinator/Supervisor Requesting Action |
| <input type="checkbox"/> Fiscal Assistant/Fiscal Officer | <input type="checkbox"/> Hiring File for Position |