

# 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><b>Kris Bersonnet</b>          Phone: 755-0081          FAX: 755-0125</p>	<p>Date of Request: <u>11-30-15</u> Action Requested by: <u>Renae Torbayon</u></p> <p>POSITION REQUESTED: <u>EHS Child Development General</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start <u>Substitute</u></p> <p>Focus Area: <u>EHS HB</u> Center Location: <u>offsite/lynn</u></p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>      </u>) <u>      </u> 9 1/2 Month Position <input checked="" type="checkbox"/> Hours Variable</p> <p><u>      </u> Part Time (No. Hrs. Week <u>      </u>) <u>      </u> 12 Month Position <u>      </u> Hours Fixed</p> <p><u>      </u> Temporary (Period <u>      </u> to <u>      </u>)</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>12-17-15</u></p>
<p>Rate of Pay: \$ <u>11.41</u> (Circle) <u>Hour</u> / Pay Period / Month Grade: <u>20</u> Step <u>1</u></p>		
<p>Special Needs: <u>Spanish speaking preferred</u></p>		

OPENING DATE: Ongoing  
(Allow 2 days after completion for opening date.)

CLOSING DATE: February 29, 2015  
(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.)

Renae Torbayon  
 Coordinator

Sarah Theorpe  
 Program Director (verbal confirmation)

Shirley  
 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

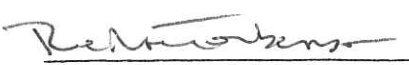


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<p><b>Status:</b></p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>      </u>) <u>      </u> 9 1/2 Month Position <u>      </u> Hours Variable</p> <p><u>      </u> Part Time (No. Hrs. Week <u>      </u>) <u>      </u> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed</p> <p><u>      </u> Temporary (Period <u>      </u> to <u>      </u>)</p>		
<p><b>Benefits after one year's employment:</b></p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input checked="" type="checkbox"/> Vacation</p>	<p><b>Benefits:</b></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><b>Desired Hire Date:</b></p> <p><u>12-17-15</u></p>
<p>Rate of Pay: \$ <u>2391.00</u> (Circle) Hour / Pay Period / Month Grade: <u>21</u> Step <u>5</u></p>		
<p><b>Special Needs:</b></p> <p><u>Applicants must submit copy of transcripts and degree awarded. Spanish speaking preferred.</u></p>		

OPENING DATE: Ongoing (Allow 2 days after completion for opening date.) CLOSING DATE: February 29, 2016 (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.)

 Coordinator	 Program Director (verbal confirmation)	 Fiscal Office
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**Distribution of completed form:**

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