

# 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>Renee 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.)

Renee Torbayon  
 Coordinator

Sarah Theorpe  
 Program Director (verbal confirmation)

[Signature]  
 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