

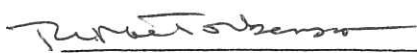
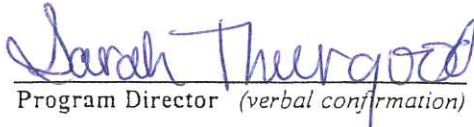

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

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| <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>Kris Bersonnet Phone: 755-0081 FAX: 755-0125</p> | <p>Date of Request: <u>4-11-16</u> Action Requested by: <u>Kris Bersonnet</u></p> <p>POSITION REQUESTED: <u>EHS child Development center</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start</p> <p>Focus Area: _____ Center Location: _____</p> | |
| <p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day _____) _____ 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>5-17-16</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: 4-11-16 (Allow 2 days after completion for opening date.) CLOSING DATE: ongoing until filled (Allow 90 working days from opening to closing.)

APPROVED BY: (Signatures authorize expense of advertising this position in newspapers and placing ad with local employment agencies.)

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|---|---|---|
|  Coordinator |  Program Director (verbal confirmation) |  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