

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:

Diane Talbot

Phone: 755-0081, ext. 242

FAX: 755-0125

Date of Request: 11/7/16 Action Requested by: Kristie Curtis

POSITION REQUESTED: Family Advocate

Check Program: ☐ Early Head Start ☒ Preschool Head Start

Focus Area: Family Center Location: _____

Status:

☒ Regular (No. Hrs. Day _____)

☒ 9 ½ Month Position

☒ Hours Variable

☐ Part Time (No. Hrs. Week _____)

☐ 12 Month Position

☐ Hours Fixed

☐ Temporary (Period _____ to _____)

Benefits after one year's employment:

☒ SEP Retirement Plan

☐ Vacation

Benefits:

☒ Medical Insurance

☒ Personal Leave

☒ 403B Retirement Plan

Desired Hire Date:

Rate of Pay: \$ 12.52 (Circle) Hour / Pay Period / Month

Grade: 20 Step 4

Special Needs:

OPENING DATE: 11/14/16
(Allow 2 days after completion for opening date.)

CLOSING DATE: 11/30/16
(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.)

Kristie Curtis
Coordinator

Sarah Thurgood
Program Director (verbal confirmation)

Diane Talbot
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