

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

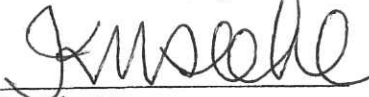

Coordinators and Supervisors: Have form completed and signed before action is requested.

<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: 755-0081, ext. 242</i> <i>FAX: 755-0125</i></p>	<p>Date of Request: <u>7/5/16</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Cache TTA</u></p> <p>Check Program: <u> </u> Early Head Start <u>X</u> <u> </u> Preschool Head Start</p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Cache</u></p>		
<p>Status:</p> <p><u>X</u> Regular (No. Hrs. Day <u>6.5</u>) <u>X</u> 9 ½ Month Position <u> </u> Hours Variable</p> <p><u> </u> Part Time (No. Hrs. Week <u> </u>) <u> </u> 12 Month Position <u>X</u> Hours Fixed</p> <p><u> </u> Temporary (Period <u> </u> to <u> </u>)</p>			
<p>Benefits after one year's employment:</p> <p><u>X</u> SEP Retirement Plan</p> <p><u> </u> Vacation</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> <p>Benefits:</p> <p><u>X</u> Medical Insurance</p> <p><u>X</u> Personal Leave</p> <p><u>X</u> 403B Retirement Plan</p> </td> <td style="width: 40%; padding: 5px;"> <p>Desired Hire Date:</p> <p><u>8/15/16</u></p> </td> </tr> </table>	<p>Benefits:</p> <p><u>X</u> Medical Insurance</p> <p><u>X</u> Personal Leave</p> <p><u>X</u> 403B Retirement Plan</p>	<p>Desired Hire Date:</p> <p><u>8/15/16</u></p>
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<p>Rate of Pay: \$ <u>9.82</u> (Circle) <u>Hour</u> / Pay Period / Month</p> <p>Grade: <u>3</u> Step <u>7</u></p>			
<p>Special Needs: <u>Spanish speaking required</u></p>			

OPENING DATE: 7/05/2016 (Allow 2 days after completion for opening date.)

CLOSING DATE: 7/18/2016 (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	<u>verbal approval</u> Program Director (verbal confirmation)	 Fiscal Office
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Distribution of completed form:

<p><u> </u> PHS Receptionist</p> <p><u> </u> EHS Receptionist</p> <p><u> </u> PHS Secretary</p> <p><u> </u> Fiscal Assistant/Fiscal Officer</p>	<p><u> </u> Parent Involvement Specialist - EHS</p> <p><u> </u> Parent Involvement Specialist - PHS</p> <p><u> </u> Coordinator/Supervisor Requesting Action</p> <p><u> </u> Hiring File for Position</p>
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