

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 Phone: 755-0081, ext. 242 FAX: 755-0125</p>	Date of Request: <u>8/28/19</u> Action Requested by: <u>Steph Wood</u> POSITION REQUESTED: <u>Child Development Assistant</u> Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start Focus Area: <u>Center-based</u> Center Location: <u>CACHE</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u>) <input checked="" type="checkbox"/> 9 1/2 Month Position _____ Hours Variable _____ Part Time (No. Hrs. Week _____) _____ 12 Month Position <input checked="" type="checkbox"/> Hours Fixed _____ Temporary (Period _____ to _____)		
Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan _____ Vacation	Benefits: <input checked="" type="checkbox"/> Medical Insurance <input checked="" type="checkbox"/> Personal Leave <input checked="" type="checkbox"/> 403B Retirement Plan	Desired Hire Date: _____
Rate of Pay: \$ <u>14.10</u> (Circle) <u>0</u> Hour / Pay Period / Month		Grade: <u>21</u> Step <u>3</u>
Special Needs: _____ _____		

OPENING DATE: 8/28/19 (Allow 2 days after completion for opening date.)
 CLOSING DATE: until filled (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.)

[Signature]
 Coordinator

 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