

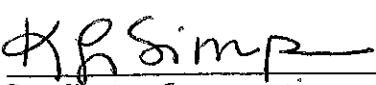
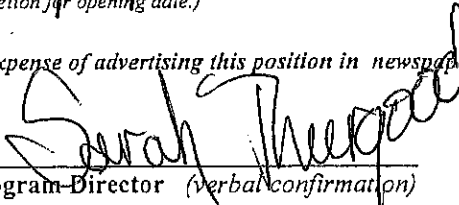
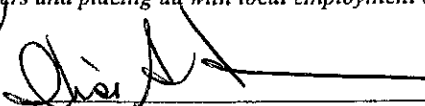
# BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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>Diane Midkiff</b>          Phone: 755-0081, ext. 242          FAX: 755-0125</p>	<p>Date of Request: <u>1/14/16</u> Action Requested by: <u>Kristi Simper</u></p> <p>POSITION REQUESTED: <u>Fiscal Assistant</u></p> <p>Check Program: <u>          </u> Early Head Start <u>          </u> Preschool Head Start</p> <p>Focus Area: <u>Admin</u> Center Location: <u>Admin</u></p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <u>          </u> 9 ½ Month Position <u>          </u> Hours Variable</p> <p><u>          </u> Part Time (No. Hrs. Week <u>          </u>) <u>          </u> <input checked="" type="checkbox"/> 12 Month Position <u>          </u> <input checked="" type="checkbox"/> 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>2/19/16</u></p>
<p>Rate of Pay: \$ <u>12.76</u> (Circle) <u>Hour</u> / Pay Period / Month Grade: <u>4</u> Step <u>16</u></p>		
<p>Special Needs: <u>n/a</u></p>		

OPENING DATE: ~~1/15/16~~ 1/21/16 CLOSING DATE: ~~1/29/16~~ 2/3/16  
(Allow 2 days after completion for opening date.) (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 Supervisor	 Program Director (verbal confirmation)	 Fiscal Office
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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