

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 Midkiff

Phone: 755-0081, ext. 242

FAX: 755-0125

Date of Request: 2/18/16 Action Requested by: Kristi Simper

POSITION REQUESTED: Fiscal Assistant

Check Program: _____ Early Head Start _____ Preschool Head Start

Focus Area: Admin Center Location: Admin

Status:

☒ Regular (No. Hrs. Day 8) _____ 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:

Benefits:

☒ SEP Retirement Plan

☒ Medical Insurance

☒ Vacation

☒ Personal Leave

☒ 403B Retirement Plan

Desired Hire Date:

3/18/16

Rate of Pay: \$ 12.76 (Circle) Hour / Pay Period / Month

Grade: 4 Step 16

Special Needs:

Please post in Newspaper.

OPENING DATE: 2/19/16
 (Allow 2 days after completion for opening date.)

CLOSING DATE: 3/3/16
 (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.)

Kristi Simper
 Coordinator Supervisor

Verbal approval
 Program Director (verbal confirmation)

Oliver
 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