

**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: 2/13/17 Action Requested by: Krista Useche

POSITION REQUESTED: Cache TA

Check Program: Early Head Start ☒ Preschool Head Start

Focus Area: Center Based Center Location: _____

Status:

☒ Regular (No. Hrs. Day 6.5) ☒ 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:

3/17/17

Rate of Pay: \$ 10.00 (Circle) Hour / Pay Period / Month Grade: 3 Step 7

Special Needs: Spanish speaking required

OPENING DATE: 2/21/17
(Allow 2 days after completion for opening date.)

CLOSING DATE: 3/6/17 mm
(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.)

Krista Useche
Coordinator

Sarah Thurgood
Program Director (verbal confirmation)

Discret
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