

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>	<p>Date of Request: <u>5/24/17</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>PHS Teacher Assistant</u></p> <p>Check Program: <u>Early Head Start</u> <input checked="" type="checkbox"/> <u>Preschool Head Start</u></p> <p>Focus Area: <u>Cache</u> Center Location: <u>Cache</u> <u>Center Based</u></p>
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u>) <input checked="" type="checkbox"/> 9 1/2 Month Position <u>Hours Variable</u></p> <p><u>Part Time (No. Hrs. Week _____)</u> <u>12 Month Position</u> <input checked="" type="checkbox"/> <u>Hours Fixed</u></p> <p><u>Temporary (Period _____ to _____)</u></p>	
<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><u>Vacation</u></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: <u>8/14/17</u></p>
<p>Rate of Pay: \$ <u>10.00</u> (Circle) <u>Hour</u> Pay Period / Month Grade: <u>3</u> Step <u>7</u></p>	
<p>Special Needs: <u>Spanish speaking required</u></p> <p><u>Job starts 8/14/17</u></p>	

OPENING DATE: 5/25/17 CLOSING DATE: 6/7/17
(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.)

Krista Useche verbal approval Diane Midkiff
 Coordinator Program Director (verbal confirmation) Fiscal Office

Distribution of completed form:

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