

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 <i>Phone:</i> 755-0081, ext. 242 <i>FAX:</i> 755-0125</p>	<p>Date of Request: <u>8/17/16</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Cache TA</u></p> <p>Check Program: <u>Early Head Start</u> <input checked="" type="checkbox"/> <u>Preschool Head Start</u></p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Cache</u></p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <input checked="" type="checkbox"/> 9 ½ 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:</p> <p><u>9/15/16</u></p>
<p>Rate of Pay: \$ <u>9.82</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>		

OPENING DATE: 8/18/16 (Allow 1 days after completion for opening date.) CLOSING DATE: 8/31/16 (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.)

Krista Useche Coordinator Verbal OK Program Director (verbal confirmation) Diane Midkiff 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