


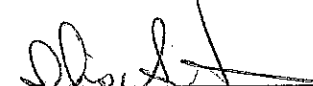
BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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>Kris Bersonnet Phone: 755-0081 FAX: 755-0125</p>	<p>Date of Request: <u>1/12/16</u> Action Requested by: <u>Mary Hammond</u></p> <p>POSITION REQUESTED: <u>EHS-CEP Substitute</u></p> <p>Check Program: <input type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start ECP</p> <p>Focus Area: _____ Center Location: _____</p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) _____ 9 ½ Month Position _____ Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed</p> <p>_____ Temporary (Period _____ to _____)</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>2/18/16</u></p>
<p>Rate of Pay: \$ <u>11.41</u> (Circle) <u>Hour</u> / Pay Period / Month Grade: <u>20</u> Step <u>1</u></p>		
<p>Special Needs:</p> <p><u>spanish speaking, CD A preferred preferred (per Kami)</u></p>		

OPENING DATE: 1/14/16 (Allow 2 days after completion for opening date.) CLOSING DATE: 1/28/16 (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.)

 Coordinator	<u>verbal approval</u> 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
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