

## 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><b>Diane Midkiff</b>          Phone: 755-0081, ext. 242          FAX: 755-0125</p>	Date of Request: <u>3/21/17</u> Action Requested by: <u>Krista Useche</u> POSITION REQUESTED: <u>Box Elder TA</u> Check Program: _____ Early Head Start _____ <input checked="" type="checkbox"/> Preschool Head Start Focus Area: <u>Center Based</u> Center Location: <u>3 Mile Creek</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u> ) <input checked="" type="checkbox"/> 9 ½ Month Position                      _____ Hours Variable _____ Part Time (No. Hrs. Week _____)                      _____ 12 Month Position <input checked="" type="checkbox"/> Hours Fixed _____ Temporary (Period _____ to _____)		
Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan _____ Vacation	Benefits: <input checked="" type="checkbox"/> Medical Insurance <input checked="" type="checkbox"/> Personal Leave <input checked="" type="checkbox"/> 403B Retirement Plan	Desired Hire Date: <u>April 21</u>
Rate of Pay: \$ <u>10.00</u> (Circle) <input checked="" type="radio"/> Hour / Pay Period / Month                      Grade: <u>3</u> Step <u>7</u>		
Special Needs: _____ _____		

OPENING DATE: 3/29/17 (Allow 2 days after completion for opening date.)                      CLOSING DATE: 4/11/17 (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                      email approval Program Director (verbal confirmation)                      Oliver Fiscal Office

Distribution of completed form:

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