

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 (3) KU</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: <u>8/14/17</u></p>
<p>Rate of Pay: \$ <u>2434</u> (Circle) Hour / Pay Period <u>(Month)</u> Grade: <u>21</u> Step <u>5</u></p>	
<p>Special Needs: <u>Spanish speaking preferred</u></p> <p><u>Job starts 8/14/17</u></p>	

OPENING DATE: 5/25/17 (Allow 2 days after completion for opening date.) CLOSING DATE: 6/7/17 (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.)

<u>Krista Useche</u> Coordinator	<u>verbal approval</u> Program Director (verbal confirmation)	<u>Diane H</u> Fiscal Office
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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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