

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

Coordinators and Supervisors: Have form completed and signed before action is requested.

<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> Diane Talbot Phone: 755-0081, ext. 242 FAX: 755-0125	Date of Request: <u>2/1/17</u> Action Requested by: <u>Krista Useche</u>
	POSITION REQUESTED: <u>Child Development Assistant</u>
Check Program: <u>Early Head Start</u> <input checked="" type="checkbox"/> <u>Preschool Head Start</u>	Focus Area: <u>Center Based</u> Center Location: <u>Cache</u>
Status:	
<input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u>) <input checked="" type="checkbox"/> 9 1/2 Month Position <input type="checkbox"/> Hours Variable	
<input type="checkbox"/> Part Time (No. Hrs. Week <u> </u>) <input type="checkbox"/> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed	
<input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)	
Benefits after one year's employment:	Benefits:
<input checked="" type="checkbox"/> SEP Retirement Plan	<input checked="" type="checkbox"/> Medical Insurance
<input type="checkbox"/> Vacation	<input checked="" type="checkbox"/> Personal Leave
	<input checked="" type="checkbox"/> 403B Retirement Plan
	Desired Hire Date: <u>2/17/17</u>
Rate of Pay: \$ <u>11.62</u> (Circle) <u>Hour</u> / Pay Period / Month Grade: <u>20</u> Step <u>1</u>	
Special Needs: <u>transcripts required</u>	

OPENING DATE: 2/2/17 (Allow 2 days after completion for opening date.) CLOSING DATE: 2/13/17 (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

pre-approved
Program Director (verbal confirmation)

Deise Anderson
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