

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

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| <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>Child Development Assistant (2)</u></p> <p>Check Program: <u> </u> Early Head Start <u>X</u> Preschool Head Start</p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Cache</u></p> | |
| <p>Status:</p> <p><u>X</u> Regular (No. Hrs. Day <u>6.5</u>) <u>X</u> 9 ½ Month Position <u> </u> Hours Variable</p> <p><u> </u> Part Time (No. Hrs. Week <u> </u>) <u> </u> 12 Month Position <u>X</u> Hours Fixed</p> <p><u> </u> Temporary (Period <u> </u> to <u> </u>)</p> | | |
| <p>Benefits after one year's employment:</p> <p><u>X</u> SEP Retirement Plan</p> <p><u> </u> Vacation</p> | <p>Benefits:</p> <p><u>X</u> Medical Insurance</p> <p><u>X</u> Personal Leave</p> <p><u>X</u> 403B Retirement Plan</p> | <p>Desired Hire Date:</p> <p><u>8/14/17</u></p> |
| <p>Rate of Pay: \$ <u>11.62</u> (Circle) <u>Hour</u> / Pay Period / Month Grade: <u>20</u> Step <u>1</u></p> | | |
| <p>Special Needs: <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.)

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| <u>Krista Useche</u> Coordinator | <u>verbal approval</u> Program Director (verbal confirmation) | <u>[Signature]</u> Fiscal Office |
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Distribution of completed form:

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| <u> </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 |
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