

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</u></p> <p>Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start</p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Fielding</u> <u>Extended Duration</u></p>
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <input checked="" type="checkbox"/> ^{PM} 10 1/2 Month Position _____ Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) _____ 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>_____ 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: <u>8/7/17</u></p>	
<p>Rate of Pay: \$ <u>2966</u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>21</u> Step <u>13</u></p>	
<p>Special Needs: <u>job starts 8/7/17</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.)

Krista Useche
Coordinator

verbal approval
Program Director (verbal confirmation)

[Signature]
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