

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>	Date of Request: <u>8/17/16</u> Action Requested by: <u>Krista Useche</u> POSITION REQUESTED: <u>Teacher</u> Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start Focus Area: <u>Center Based</u> Center Location: <u>all</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</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>3 months open</u>
Rate of Pay: \$ <u>2391</u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>21</u> Step <u>5</u>		
Special Needs: _____ _____		

ongoing opening

OPENING DATE: 8/18/2016 (Allow 2 days after completion for opening date.)
 CLOSING DATE: 11/18/2016 (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:

- | | |
|--|--|
| <input type="checkbox"/> PHS Receptionist
<input type="checkbox"/> EHS Receptionist
<input type="checkbox"/> PHS Secretary
<input type="checkbox"/> Fiscal Assistant/Fiscal Officer | <input type="checkbox"/> Parent Involvement Specialist - EHS
<input type="checkbox"/> Parent Involvement Specialist - PHS
<input type="checkbox"/> Coordinator/Supervisor Requesting Action
<input type="checkbox"/> Hiring File for Position |
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