

**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>1/28/19</u> Action Requested by: <u>Steph Wood</u></p> <p>POSITION REQUESTED: <u>Cache PHS Teacher Assistant</u></p> <p>Check Program: <input type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>Center-based</u> Center Location: <u>Logan</u></p> | | | | | | | | | |
| <p>Status:</p> <table style="width: 100%;"><tr><td><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u>)</td><td><input checked="" type="checkbox"/> 9 1/2 Month Position</td><td><input type="checkbox"/> Hours Variable</td></tr><tr><td><input type="checkbox"/> Part Time (No. Hrs. Week <u> </u>)</td><td><input type="checkbox"/> 12 Month Position</td><td><input checked="" type="checkbox"/> Hours Fixed</td></tr><tr><td colspan="3"><input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)</td></tr></table> | | <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>) | | |
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| <input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>) | | | | | | | | | | |
| <p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input type="checkbox"/> 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:</p> <p><u> </u></p> | | | | | | | | |
| <p>Rate of Pay: \$ <u>10.36</u> (Circle) <u>①</u> Hour / Pay Period / Month Grade: <u>3</u> Step <u>7</u></p> | | | | | | | | | | |
| <p>Special Needs:</p> <p><u>Spanish Speaking Required</u></p> | | | | | | | | | | |

OPENING DATE: 1/28/19 CLOSING DATE: Until filled
(Allow 7 days after completion for opening date.) (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.)

[Signature]
Coordinator

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