

BEAR RIVER HEAD START
EMPLOYMENT REQUISITION

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

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| <p>If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:</p> <p>Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125</p> | | <p>Date of Request: <u>9/7/16</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>PHS Child Dev. Assistant</u></p> <p>Check Program: _____ Early Head Start <u>X</u> Preschool Head Start _____</p> <p>Focus Area: <u>PHS CB</u> Center Location: <u>Cache</u></p> | |
| <p>Status:</p> <p><u>X</u> Regular (No. Hrs. Day <u>6.5</u>) _____ 9 ½ Month Position _____ Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) _____ 12 Month Position <u>X</u> Hours Fixed</p> <p>_____ Temporary (Period _____ to _____)</p> | | | |
| <p>Benefits after one year's employment:</p> <p><u>X</u> SEP Retirement Plan</p> <p>_____ 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: <u>10/14/16</u></p> | |
| <p>Rate of Pay: \$ <u>11.62</u> (Circle) (Hour) / Pay Period / Month</p> | | <p>Grade: <u>20</u> Step <u>1</u></p> | |
| <p>Special Needs:</p> <p>_____</p> <p>_____</p> | | | |

OPENING DATE: 9/8/16 CLOSING DATE: 9/21/16
(Allow 2 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.)*

Kuseche
Coordinator

prior approval
Program Director (verbal confirmation)

Dis. II
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