

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>2/14/18</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 <input checked="" type="checkbox"/> _____ Preschool Head Start</p> <p>Focus Area: <u>Center Based</u> Center Location: <u>various</u></p>
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6</u>) <input checked="" type="checkbox"/> 9 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>3/16/18</u></p>	
<p>Rate of Pay: \$ <u>13.50</u> (Circle) <u>Hour</u> Pay Period / Month Grade: <u>21</u> Step <u>3</u></p>	
<p>Special Needs:</p> <p>_____</p> <p>_____</p> <p>_____</p>	

OPENING DATE: 2/15/18 (Allow 2 days after completion for opening date.) CLOSING DATE: 2/28/18 (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.)

K Useche
Coordinator

Pre-approved
Program Director (verbal confirmation)

H Simpson
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