

*BEAR RIVER HEAD START*  
**EMPLOYMENT REQUISITION**

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

If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:  Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125		Date of Request: <u>3/1/18</u> Action Requested by: <u>Krista Useche</u> POSITION REQUESTED: <u>PHS Child Dev Assistant</u> Check Program: <u>Early Head Start</u> <input checked="" type="checkbox"/> <u>Preschool Head Start</u> Focus Area: <u>Center Based</u> Center Location: <u>various</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6</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> )			
Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan <input type="checkbox"/> 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>3/16/18</u>	
Rate of Pay: \$ <u>13.50</u> (Circle <u>Hour</u> / Pay Period / Month) Grade: <u>21</u> Step <u>3</u>			
Special Needs:   			

OPENING DATE: 3/2/18  
(Allow 2 days after completion for opening date.)

CLOSING DATE: 3/9/18  
(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.)

Kuseche  
Coordinator

approved  
Program Director (verbal confirmation)

HR Simp  
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