

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: 4/30/19 Action Requested by: Steph Wood
 POSITION REQUESTED: Box Elder Teacher Assistant (Extended Day)
 Check Program: _____ Early Head Start Preschool Head Start
 Focus Area: Center-based Center Location: Box Elder

Status:

Regular (No. Hrs. Day 8) 10 1/2 ~~9 1/2~~ Month Position Hours Variable
 _____ Part Time (No. Hrs. Week _____) _____ 12 Month Position _____ Hours Fixed
 _____ Temporary (Period _____ to _____)

Benefits after one year's employment:

SEP Retirement Plan
 Vacation

Benefits:

Medical Insurance
 Personal Leave
 403B Retirement Plan

Desired Hire Date: _____


Rate of Pay: \$ 10.36 (Circle) Hour / Pay Period / Month Grade: 3 Step 7

Special Needs:

OPENING DATE: 4/30/19
 (Allow 2 days after completion for opening date.)

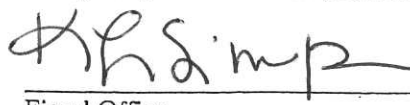
CLOSING DATE: _____
 (Allow 10 working days from opening to closing.)

APPROVED BY: (Signatures authorize expense of advertising this position in newspapers and placing ad with local employment agencies.)



 Coordinator

 Program Director (verbal confirmation)



 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