


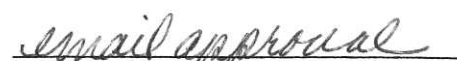

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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>Kris Bersonnet Phone: 755-0081 FAX: 755-0125</p>	<p>Date of Request: <u>2-19-16</u> Action Requested by: <u>Bertie Torbenson</u></p> <p>POSITION REQUESTED: <u>EHS Family Educator - Cade</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start</p> <p>Focus Area: _____ Center Location: _____</p>		
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day _____) _____ 9 1/2 Month Position <input checked="" type="checkbox"/> Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> 12 Month Position _____ 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><input checked="" type="checkbox"/> Vacation</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> <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> </td> <td style="width: 40%; padding: 5px;"> <p>Desired Hire Date:</p> <p><u>3-17-16</u></p> </td> </tr> </table>	<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>3-17-16</u></p>
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<p>Rate of Pay: \$ <u>2131.00</u> (Circle) Hour / Pay Period <u>(Month)</u> Grade: <u>20</u> Step <u>4</u></p>			
<p>Special Needs:</p> <p>_____</p> <p>_____</p> <p>_____</p>			

OPENING DATE: ongoing 2/23/2016 CLOSING DATE: ongoing until filled
(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.)

 Coordinator	 Program Director (verbal confirmation)	 Fiscal Office
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Distribution of completed form:

<p>_____ PHS Receptionist</p> <p>_____ EHS Receptionist</p> <p>_____ PHS Secretary</p> <p>_____ Fiscal Assistant/Fiscal Officer</p>	<p>_____ Parent Involvement Specialist - EHS</p> <p>_____ Parent Involvement Specialist - PHS</p> <p>_____ Coordinator/Supervisor Requesting Action</p> <p>_____ Hiring File for Position</p>
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