

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 Talbot Phone: 755-0081, ext. 242 FAX: 755-0125</p>	Date of Request: <u>4/12/16</u> Action Requested by: <u>Kristie Curtis</u> POSITION REQUESTED: <u>Family Advocate, Bear Lake</u> Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start Focus Area: <u>PHS Family</u> Center Location: <u>Paris</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day _____) <input checked="" type="checkbox"/> 9 ½ Month Position <input checked="" type="checkbox"/> Hours Variable <input type="checkbox"/> Part Time (No. Hrs. Week _____) _____ 12 Month Position _____ Hours Fixed <input type="checkbox"/> Temporary (Period _____ to _____)		
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>5/16/16</u>
Rate of Pay: \$ <u>2131⁰⁰</u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>20</u> Step <u>9</u>		
Special Needs: <u>Preference given to someone who lives in service area.</u>		

OPENING DATE: 4/20/16 (Allow 2 days after completion for opening date.) CLOSING DATE: 5/3/16 (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.)

Stephanie Parker Coordinator Sarah Mergosa Program Director (verbal confirmation) [Signature] Fiscal Office

Distribution of completed form:

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