

**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><b>Diane Midkiff</b> Phone: 755-0081, ext. 242 FAX: 755-0125</p>	<p>Date of Request: <u>1/17/18</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Paris Teacher</u></p> <p>Check Program: <u>Early Head Start</u> <input checked="" type="checkbox"/> <u>Preschool Head Start</u></p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Paris</u></p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <u>9 1/2</u> Month Position <u>Hours Variable</u></p> <p><u>Part Time</u> (No. Hrs. Week <u>        </u>) <input checked="" type="checkbox"/> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed</p> <p><u>Temporary</u> (Period <u>        </u> to <u>        </u>)</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>	<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>2/16/18</u></p>
<p>Rate of Pay: \$ <u>2459</u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>21</u> Step <u>5</u></p>		
<p>Special Needs:</p> <p>_____</p> <p>_____</p> <p>_____</p>		

OPENING DATE: 1/23/2018 CLOSING DATE: 2/05/2018 2/12/18  
(Allow 2 days after completion for opening date.) (Allow 10 working days from opening to closing)

APPROVED BY: open for 1 more week - no applicants  
(Signatures authorize expense of advertising this position in newspapers and placing ad with local employment agencies.)

<u>K Useche</u> Coordinator	<u>Sarah Thurgood</u> Program Director <small>(verbal confirmation)</small>	<u>KSimp</u> 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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