

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

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| <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 Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125</p> | Date of Request: <u>7/28/16</u> Action Requested by: <u>Krista U</u> POSITION REQUESTED: <u>Box Elder Teacher</u> Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start Focus Area: <u>Center Based</u> Center Location: <u>Perry</u> | |
| Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <input checked="" type="checkbox"/> 9 1/2 Month Position _____ Hours Variable _____ Part Time (No. Hrs. Week _____) _____ 12 Month Position <input checked="" type="checkbox"/> Hours Fixed _____ Temporary (Period _____ to _____) | | |
| Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan _____ 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>8/18/16</u> |
| Rate of Pay: \$ <u>2391</u> (Circle) Hour / Pay Period <u>Month</u> | | Grade: <u>21</u> Step <u>5</u> |
| Special Needs: <hr/> <hr/> | | |

OPENING DATE: August 1 (Allow 2 days after completion for opening date.)
 CLOSING DATE: August 12 (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.)

Krusche Coordinator
 email approval Program Director (verbal confirmation)
 email approval Fiscal Office

Distribution of completed form:

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|---------------------------------------|--|
| _____ 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 |