

**BEAR RIVER HEAD START
EMPLOYMENT REQUISITION**

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

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| <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> Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125 | <p>Date of Request: <u>7/29/16</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Cache TA</u></p> <p>Check Program: _____ Early Head Start <u>X</u> _____ Preschool Head Start</p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Cache</u></p> | |
| <p>Status:</p> <p><u>X</u> Regular (No. Hrs. Day <u>8</u>) <u>X</u> 9 ½ Month Position _____ Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) _____ 12 Month Position <u>X</u> Hours Fixed</p> <p>_____ Temporary (Period _____ to _____)</p> | | |
| <p>Benefits after one year's employment:</p> <p><u>X</u> SEP Retirement Plan</p> <p>_____ Vacation</p> | <p>Benefits:</p> <p><u>X</u> Medical Insurance</p> <p><u>X</u> Personal Leave</p> <p><u>X</u> 403B Retirement Plan</p> | <p>Desired Hire Date:</p> <p><u>8/18/16</u></p> |
| <p>Rate of Pay: <u>\$9.82</u> (Circle) <u>Hour</u> / Pay Period / Month Grade: <u>3</u> Step <u>7</u></p> | | |
| <p>Special Needs: <u>Spanish speaking required</u></p> | | |

OPENING DATE: August 1 CLOSING DATE: August 12
(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.)

Kuseche
Coordinator

verbal approval
Program Director (verbal confirmation)

email approval
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