

**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>10/31/16</u> Action Requested by: <u>Kristie Curtis</u></p> <p>POSITION REQUESTED: <u>Family Development Assistant</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>Family</u> Center Location: _____</p>									
<p>Status:</p> <table style="width: 100%;"><tr><td><input checked="" type="checkbox"/> Regular (No. Hrs. Day _____)</td><td>_____ 9 ½ Month Position</td><td><input checked="" type="checkbox"/> Hours Variable</td></tr><tr><td>_____ Part Time (No. Hrs. Week _____)</td><td><input checked="" type="checkbox"/> 12 Month Position</td><td>_____ Hours Fixed</td></tr><tr><td colspan="3">_____ Temporary (Period _____ to _____)</td></tr></table>		<input checked="" type="checkbox"/> Regular (No. Hrs. Day _____)	_____ 9 ½ Month Position	<input checked="" type="checkbox"/> Hours Variable	_____ Part Time (No. Hrs. Week _____)	<input checked="" type="checkbox"/> 12 Month Position	_____ Hours Fixed	_____ Temporary (Period _____ to _____)		
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<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>November</u></p>								
<p>Rate of Pay: \$ <u>11.62</u> (Circle) <u>Hour</u> / Pay Period / Month Grade: <u>20</u> Step <u>1</u></p>										
<p>Special Needs:</p> <p><u>Spanish Speaking preferred, degree in Family service related field.</u></p> <p style="text-align: right;"><i>preferred.</i></p>										

OPENING DATE: 11/02/2016  
(Allow 2 days after completion for opening date.)

CLOSING DATE: 11/15/2016  
(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.)

Kristie Curtis  
Coordinator

Larrah Thurgood  
Program Director (verbal confirmation)

[Signature]  
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