

# BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

*If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:*

**Diane Midkiff**

Phone: 755-0081, ext. 242

FAX: 755-0125

Date of Request: 4-12-17 Action Requested by: Renita Torberson

POSITION REQUESTED: EHS Child Dev. Assistant

Check Program: ☒ Early Head Start ☐ Preschool Head Start

Focus Area: Early Head Start Center Location: \_\_\_\_\_

Status:

☒ Regular (No. Hrs. Day \_\_\_\_\_) ☐ 9 ½ Month Position ☒ Hours Variable  
☐ Part Time (No. Hrs. Week \_\_\_\_\_) ☒ 12 Month Position ☐ Hours Fixed  
☐ Temporary (Period \_\_\_\_\_ to \_\_\_\_\_)

Benefits after one year's employment:

☒ SEP Retirement Plan

☒ Vacation

Benefits:

☒ Medical Insurance

☒ Personal Leave

☒ 403B Retirement Plan

Desired Hire Date:

5-9-17

Rate of Pay: \$ 11.62 (Circle) Hour Pay Period / Month Grade: 20 Step 1

Special Needs:

Spanish speaking preferred. Candidate must submit resume and transcripts with application

OPENING DATE: 4-14-17  
(Allow 2 days after completion for opening date.)

CLOSING DATE: 7-14-17  
(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.)

Renita Torberson  
Coordinator

prior approval  
Program Director (verbal confirmation)

Diane Midkiff  
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