

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: 2-21-17 Action Requested by: R. Torbenson

POSITION REQUESTED: EHS Cook/Janitor (Expansion)

Check Program: ☒ Early Head Start ☐ Preschool Head Start

Focus Area: _____ Center Location: Catche

Status:

☒ Regular (No. Hrs. Day 6) ☐ 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:

3-14-17

Rate of Pay: \$ 10.66 (Circle) Hour / Pay Period / Month Grade: 4 Step 8

Special Needs:

OPENING DATE: 2-27-17
(Allow 2 days after completion for opening date.)

CLOSING DATE: 3-6-17
(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.)

R. Torbenson
Coordinator

email approval
Program Director (verbal confirmation)

Disa...
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