

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>Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125</p>	Date of Request: <u>3.15.17</u> Action Requested by: <u>Ana Ayala</u> POSITION REQUESTED: <u>CACFP Assistant</u> Check Program: <input checked="" type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start Focus Area: _____ Center Location: _____	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) _____ 9 1/2 Month Position _____ Hours Variable _____ Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> 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>4.21.17</u>
Rate of Pay: \$ <u>11.62</u> (Circle) <u>Hour</u> / Pay Period / Month		Grade: <u>20</u> Step <u>1</u>
Special Needs: _____ _____		

OPENING DATE: 3.16.17 (Allow 2 days after completion for opening date.)
 CLOSING DATE: 3.24.17 (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.)
Stephanie Parker Coordinator
 verbal approval Program Director (verbal confirmation)
 [Signature] Fiscal Office

Distribution of completed form:
 _____ 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