

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>5/24/17</u> Action Requested by: <u>Krista Useche</u> POSITION REQUESTED: <u>PHS Teacher Assistant</u> Check Program: _____ Early Head Start <input checked="" type="checkbox"/> Preschool Head Start Focus Area: <u>Center Based</u> Center Location: <u>Paris, ID</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u>) <input checked="" type="checkbox"/> 9 ½ Month Position _____ Hours Variable _____ Part Time (No. Hrs. Week _____) _____ 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 _____ 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>8/14/17</u>
Rate of Pay: \$ <u>10.00</u> (Circle) <input checked="" type="radio"/> Hour / Pay Period / Month Grade: <u>3</u> Step <u>7</u>		
Special Needs: <u>Job starts 8/14/17</u>		

OPENING DATE: 5/25/17
(Allow 2 days after completion for opening date.)

CLOSING DATE: 6/7/17
(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.)*

Krista Useche
 Coordinator

verbal approval
 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