

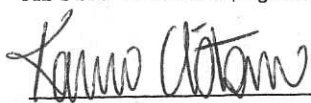
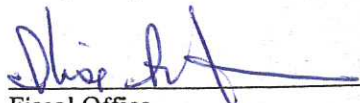
**BEAR RIVER HEAD START
EMPLOYMENT REQUISITION**

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>	<p>Date of Request: <u>6-2-2017</u> Action Requested by: <u>Kami Christensen</u></p> <p>POSITION REQUESTED: <u>PHS Health Assistant</u></p> <p>Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start</p> <p>Focus Area: <u>Health & Wellness</u> Center Location: <u>Admin Office</u></p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) _____ 9 ½ Month Position _____ Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> 12 Month Position _____ <input checked="" type="checkbox"/> Hours Fixed</p> <p>_____ Temporary (Period _____ to _____)</p>		
<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: <u>7-20-2017</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>_____</p> <p>_____</p> <p>_____</p>		

OPENING DATE: 6-5-2017 CLOSING DATE: 6-16-2017
(Allow 2 days after completion for opening date.) (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.)

 Coordinator	<u>email approval</u> Program Director <small>(verbal confirmation)</small>	 Fiscal Office
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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