

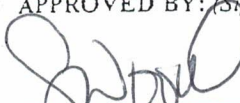
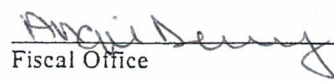
BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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>2/1/19</u> Action Requested by: <u>Steph Wood</u> POSITION REQUESTED: <u>EHS Food manager/Janitor</u> Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start Focus Area: <u>Center based</u> Center Location: <u>Nest/KOOP</u>	
Status: <input type="checkbox"/> Regular (No. Hrs. Day _____) <input type="checkbox"/> 9 ½ Month Position <input type="checkbox"/> Hours Variable <input checked="" type="checkbox"/> Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed <input type="checkbox"/> Temporary (Period _____ to _____)		
Benefits after one year's employment: <input type="checkbox"/> SEP Retirement Plan <input type="checkbox"/> Vacation	Benefits: <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Personal Leave <input type="checkbox"/> 403B Retirement Plan	Desired Hire Date: _____
Rate of Pay: \$ <u>10.30</u> (Circle) Hour / Pay Period / Month Grade: <u>3</u> Step <u>7</u>		
Special Needs: _____ _____		

OPENING DATE: 2/1/19 CLOSING DATE: until filled
(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 Program Director (verbal confirmation) Fiscal Office

Distribution of completed form:

<input type="checkbox"/> PHS Receptionist	<input type="checkbox"/> Parent Involvement Specialist - EHS
<input type="checkbox"/> EHS Receptionist	<input type="checkbox"/> Parent Involvement Specialist - PHS
<input type="checkbox"/> PHS Secretary	<input type="checkbox"/> Coordinator/Supervisor Requesting Action
<input type="checkbox"/> Fiscal Assistant/Fiscal Officer	<input type="checkbox"/> Hiring File for Position