

BEAR RIVER HEAD START
EMPLOYMENT REQUISITION


Coordinators and Supervisors: Have form completed and signed before action is requested.

<p>If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:</p> <p>Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125</p>		<p>Date of Request: <u>9/5/18</u> Action Requested by: <u>Steph Wood</u></p> <p>POSITION REQUESTED: <u>EHS Food manager / Janitor</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>Center-based</u> Center Location: <u>Nest/Koop</u></p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u> </u>) <input type="checkbox"/> 9 ½ Month Position <input type="checkbox"/> Hours Variable</p> <p><input checked="" type="checkbox"/> Part Time (No. Hrs. Week <u>20 hrs/week</u>) <input checked="" type="checkbox"/> 12 Month Position <input type="checkbox"/> Hours Fixed</p> <p><input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)</p>			
<p>Benefits after one year's employment:</p> <p><input type="checkbox"/> SEP Retirement Plan</p> <p><input type="checkbox"/> Vacation</p>		<p>Benefits:</p> <p><input type="checkbox"/> Medical Insurance</p> <p><input type="checkbox"/> Personal Leave</p> <p><input type="checkbox"/> 403B Retirement Plan</p> <p>Desired Hire Date: <u>9/17/18</u></p>	
<p>Rate of Pay: \$ <u>10.36</u> (Circle) Hour / Pay Period / Month Grade: <u>3</u> Step <u>7</u></p>			
<p>Special Needs:</p> <p>_____</p> <p>_____</p>			

OPENING DATE: 9/6/18
(Allow 2 days after completion for opening date.)

CLOSING DATE: until Filled
(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)

Angie Henry
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