

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>8/30/17</u> Action Requested by: <u>Diiso Anderson</u> POSITION REQUESTED: <u>Fiscal Assistant</u> Check Program: _____ Early Head Start _____ Preschool Head Start Focus Area: <u>Admin</u> Center Location: <u>Fiscal</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) _____ 9 ½ 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>9/22/17</u>
Rate of Pay: \$ <u>13.65</u> (Circle) <u>Hour</u> Pay Period / Month Grade: <u>4</u> Step <u>18</u>		
Special Needs: _____ _____		

OPENING DATE: 8/31/17 (Allow 2 days after completion for opening date.)
 CLOSING DATE: 9/11/17 (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.)

Diiso Anderson Coordinator
verbal approval Program Director (verbal confirmation)
Diiso Anderson 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