

## 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><b>Diane Midkiff</b>          Phone: 755-0081, ext. 242          FAX: 755-0125</p>	Date of Request: <u>8/6/18</u> Action Requested by: <u>Steph Wood</u> POSITION REQUESTED: <u>Richmond Food Delivery Assistant</u> Check Program: _____ Early Head Start <input checked="" type="checkbox"/> Preschool Head Start Focus Area: <u>Center Based</u> Center Location: <u>Richmond</u>	
<b>Status:</b> <input checked="" type="checkbox"/> Regular (No. Hrs. Day _____) <input checked="" type="checkbox"/> 9 ½ Month Position <input type="checkbox"/> Hours Variable <input checked="" type="checkbox"/> Part Time (No. Hrs. Week <u>15</u> ) <input type="checkbox"/> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed <input type="checkbox"/> Temporary (Period _____ to _____)		
<b>Benefits after one year's employment:</b> <input type="checkbox"/> SEP Retirement Plan <input type="checkbox"/> Vacation	<b>Benefits:</b> <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Personal Leave <input type="checkbox"/> 403B Retirement Plan	<b>Desired Hire Date:</b> _____
Rate of Pay: \$ <u>9.61</u> (Circle) <u>Hour</u> / Pay Period / Month Grade: <u>3</u> Step <u>5</u>		
<b>Special Needs:</b> _____ _____		

OPENING DATE: 8/6/18 (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.)

[Signature] Coordinator     
 pre-approved Program Director (verbal confirmation)     
 [Signature] Fiscal Office

Distribution of completed form:

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